

# “Business Account” User Guide

A Business Account is an account that will be invoiced, on a recurring basis, for all product usage by users registered under the business account within Access Oakland. The person at your company that has been designated as the Business Account holder is responsible for setting up user accounts for those who will be able to use Access Oakland products as well as granting access to products for any and all users.

The purpose of this document is to show you how to modify your Business Account information, add new User Accounts, modify existing User accounts and to modify the products to which users have access via the Business Account function in Oakland County’s Access Oakland program.

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Created by



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## Requesting a Business Account

1. In order to request a business account, go to the Access Oakland Logon Page at this address: <http://www.oakgov.com/aofs0001>.

The screenshot shows the Oakland County Michigan website. At the top is the Oakland County Michigan logo and a search bar. Below the logo is a green navigation bar with links: County Home, Info A-Z, Departments, Jobs, Online Services, and a 'Find Services For:' dropdown. Below this is a banner for 'ACCESS OAKLAND ACCOUNT SERVICES'. The main content area has a 'Check Out The New Property gateway' box on the left and a 'Sign in to your account' section on the right. The 'Sign in to your account' section includes a 'Sign in' form with fields for Username and Password, a 'Sign In' button, and links for 'Forgotten Password?' and 'Forgotten Username?'. Below the 'Sign in' section is a 'Request a Business Account' button. At the bottom is a green footer bar with links: County Home, Info A-Z, Departments, Jobs, Online Services, Privacy/ Legal, Accessibility, and Contact Us. The copyright notice '© 2002-2011 Oakland County, Michigan' is also present.

**Oakland County Michigan**

Search

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**ACCESS OAKLAND ACCOUNT SERVICES**

Check Out The New  
**Property gateway**

**Sign-up for an account**  
Businesses and regular online services customers can register for an Access Oakland Account. With an account with us you can:  
**Access the services you use regularly** without having to pay each time you use a product.  
**Receive monthly invoices** for the services you or your staff use.  
**Local government customers** can login to manage their online bill pay services.  
**County government departments** can fill orders and run reports.  
[Contact us if you have any questions.](#)

**Sign in to your account**  
Sign in now to use your Access Oakland account. Please note that all Access Oakland property products are now a part of the new Property Gateway. You may still login here to access those services.

**Sign in**  
Username:   
Password:   
   
[Forgotten Password?](#) [Forgotten Username?](#)

**Request a Business Account**

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2. Click on the “Request a Business Account” link.

The following page will be displayed:

**Access Oakland User Agreement** [Access Oakland Home](#)

Access to and use of the Access Oakland Services (hereinafter "Services") provided by the County of Oakland is subject to the terms and conditions of this User Agreement and all applicable laws and regulations, including copyrights and trademarks. By using the Services, you agree to the terms and conditions of this Agreement, the County of Oakland's policies, and the County of Oakland's terms and conditions of service.

This is an offer to provide the Services to you, and your use of the Services is expressly conditioned upon your acceptance of these terms and only these terms. Your acceptance of this Agreement is demonstrated by your clicking the "I Agree" button on the bottom of this screen. This Agreement represents the entire agreement between You (the user) and the County, and supersedes any and all other communications, prior, contemporaneous or subsequent.

3. Review the Access Oakland User Agreement and click on the  button at the bottom of the screen.

The following screen will be displayed:

**Access Oakland : Request A Business Account** [Access Oakland Home](#)

- Invoiced Business Accounts will be deactivated if product usage falls below an average of \$13.00 during any consecutive three-month period. The Credit Card option is available to all users who do not meet the business account minimum usage requirement.
- Please be advised that payment in full is due within 30 days of the Statement Date. **A 7% finance fee (per annum) is charged to delinquent accounts.** In order to expedite receipt of your payment, be sure to include on your check the **business account ID number** you are paying.

Make **ONE** check payable to: **COUNTY OF OAKLAND**  
**MAIL TO:** Oakland County  
Attention: Fiona Brenner  
Fiscal Services - Bldg 41W  
2100 Pontiac Lake Rd.  
Waterford, MI 48328

Accounts delinquent 90 days will be deactivated. If you wish to reactivate your account, you will be required to pay your account in full and pay a \$50 Reactivation Fee **before** access is restored. **Note:** You may not open a new business account to bypass or avoid the reactivation process and fees. This includes opening an account under a different business name and/or contact person. Accounts with this status will be deactivated immediately and will require all applicable fees to be paid in full before access is restored.

**Business Details**

\* indicates required field

\*Program Usage: ☒ Business ☐ Government

\*Account Username(Login Name):

\*Company Name:

\*First Name:

\*Last Name:

\*Email Address:

\*Address Line 1:

Address Line 2:

**Invoice Details**

☐ Invoice Details same as Business Details above

\*First Name:

\*Last Name:

\*Email Address:


Line 1:

**List of Available Products**

Please select the products you wish to use. Minimum of one product selection is required.

No	Usage Type	Product Description	Renewal	Price	Select
1	Subscription	Survey Oakland Product	Annually from 10/01/2007 to 09/30/2008	\$500.00	<input type="checkbox"/>
2	Transaction	Commercial & Industrial Property Profile	n/a	\$12.50	<input type="checkbox"/>
3	Subscription	Commercial & Industrial Property Profile	Monthly	\$15.00	<input type="checkbox"/>
4	Transaction	Current Tax Profile	n/a	\$2.50	<input type="checkbox"/>
5	Transaction	Delinquent Tax Statements	n/a	\$1.50	<input type="checkbox"/>
6	Transaction	Map Atlas Viewer	n/a	\$4.00	<input type="checkbox"/>
7	Transaction	Mortgage Application Acceleration Program	n/a	\$20.00	<input type="checkbox"/>
8	Transaction	Residential Property Analyzer	n/a	\$20.00	<input type="checkbox"/>
9	Subscription	Residential Property Profile	Monthly	\$13.00	<input type="checkbox"/>
10	Transaction	Residential Property Profile	n/a	\$7.50	<input type="checkbox"/>

- On this screen, enter all required fields for a Business Account, denoted by an asterisk (\*). Next, select all products for which you are requesting access. You will be invoiced monthly for this access.

5. Lastly, click on the   button.

Upon successful completion, a message will be displayed at the top of the screen.

Once your account request has been reviewed and authorized, an e-mail message confirming so will be sent to the address supplied in the request.

Sample e-mail:

Hello xxxx,

A Business and a User Account has been created for you in Access Oakland.

You can login using the following information:

Username: xxxxxxxx


Your password is the same that you entered when you requested the account.

We do not have access to your password. If you have forgotten your password you can have it Reset by calling our Helpdesk.

Thank you,

The Access Oakland Team

## Business Account Maintenance

1. To modify an existing business account, you must be logged in as the Business Account. Go to the Access Oakland Login Page at this address: (<http://co.oakland.mi.us/aofs0001>). Enter your Username and Password and click on the  Sign In button.

### Sign in to your account

Sign in now to use your Access Oakland account. Please note that all Access Oakland property products are now a part of the new Property Gateway. You may still login here to access those services.

**Sign in**


**Username:**


**Password:**

 **Sign In**


[Forgotten Password?](#) [Forgotten Username?](#)

The following page will be displayed:



Search  


[Local Info](#) [Advanced Search](#) [View Cart](#)

[County Home](#) [Info A-Z](#) [Departments](#) [Jobs](#) [Online Services](#) [Find Services For:](#) 

**Access Oakland Business Account Home**

[Home](#)  
[Change My Password](#)  
[Help](#)  
[Logout](#)

No.	User Options
1	<a href="#">My Products</a>
2	<a href="#">My Usage Report</a>
3	<a href="#">My Profile</a>

No.	Business Account Options
1	<a href="#">Account Maintenance</a>
2	<a href="#">My Business Account</a> 
3	<a href="#">My Business Usage</a>
4	<a href="#">Activate/Deactivate Products for Users</a>

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- Click on [My Business Account](#) option in the list in the center of the screen. The following page will be displayed:

**Oakland County Michigan**

Search

[Local Info](#) [Advanced Search](#) [View Cart](#)

[County Home](#) [Info A-Z](#) [Departments](#) [Jobs](#) [Online Services](#) [Find Services For:](#)

### Access Oakland Business Account Maintenance

[Home](#)  
[Change My Password](#)  
[Help](#)  
[Logout](#)

Click Update to Save your changes.  
 \* indicates required field

#### Business Details (Eds Business) - Business ID ( 3353)

Business's Username: EDS\_BUS

\*Company Name:

\*First Name:

\*Last Name:

**Please note the E-Mail address provided below will be the primary means of contact and must be valid.**

\*Email Address:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip Code:

\*Country:

\*Phone:  Extn:

Fax:

#### Invoice Details

☐ Invoice Details same as Business Details above

\*First Name:

\*Last Name:

**Please note the E-Mail address provided below will be the primary means of contact and must be valid.**

\*Email Address:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Country:

\*Zip Code:


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- This function will allow the user to update all information regarding a Business account. Once modifications have been made, click on the  button on the bottom of the screen.



## User Account Maintenance

1. To add a new user account you must be logged on as the Business Account responsible for this user. To modify an existing user account, you must be logged in as the Business Account responsible for this user or the user. To access the Business Account Maintenance function, go to the Access Oakland Logon Page at this address: (<http://www.oakgov.com/aofs0001>). Enter the assigned Business Account Username and Password and click on the  Sign In button.

### Sign in to your account

Sign in now to use your Access Oakland account. Please note that all Access Oakland property products are now a part of the new Property Gateway. You may still login here to access those services.



The image shows a sign-in form with a light gray background. At the top, the text "Sign in" is displayed in green. Below this, there are two input fields: "Username:" and "Password:". Under the password field is a "Sign In" button with a small icon to its left. At the bottom of the form, there are two links: "Forgotten Password?" and "Forgotten Username?".

The following page will be displayed:



**Oakland County Michigan**

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**Access Oakland Business Account Home**

[Home](#)  
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No.	User Options
1	<a href="#">My Products</a>
2	<a href="#">My Usage Report</a>
3	<a href="#">My Profile</a>

No.	Business Account Options
1	<a href="#">Account Maintenance</a> ←
2	<a href="#">My Business Account</a>
3	<a href="#">My Business Usage</a>
4	<a href="#">Activate/Deactivate Products for Users</a>

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From this page the Business Account holder can perform any of the account functions from the list or on the left navigation bar.

- Click on [Account Maintenance](#) option in the list in the center of the screen. The following page will be displayed:

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**Access Oakland User Account Maintenance**

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[Logout](#)


To add a New User, click 'Submit'. To update User details, select a User or enter the User's Username and click 'Submit'. To reset any User's password, select the User and click 'Reset Password'. An email will be sent to the User's email address with the User's username and password.

Enter Username (if known)  or [User Search](#)

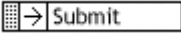
☐ Retrieve All InActive Users - check the Box and click Submit to retrieve All InActive Users.

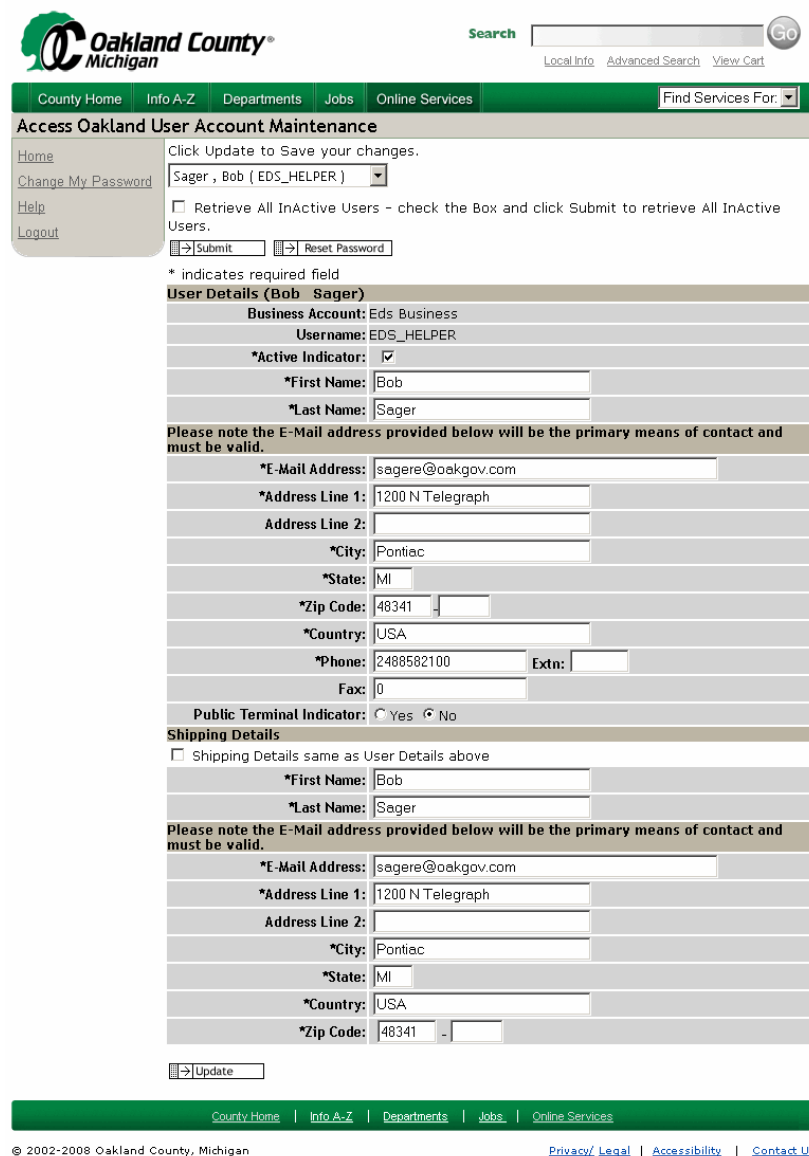
[County Home](#) | [Info A-Z](#) | [Departments](#) | [Jobs](#) | [Online Services](#)

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This page provides the ability to select the User Account for maintenance or to indicate entry of a new account. It also allows for the User Account password to be reset. (If you need to perform modification to an inactive account, you can mark the check box, click on the  Submit button then the drop down box will contain only inactive user accounts.)

## Modifying an existing User Account

1. To modify an existing account, select the user account from the drop down list then click on the  Submit button. The user maintenance page will be displayed:



**Oakland County Michigan**

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County Home Info A-Z Departments Jobs Online Services Find Services For:

**Access Oakland User Account Maintenance**

Click Update to Save your changes.

☐ Retrieve All InActive Users - check the Box and click Submit to retrieve All InActive Users.

 Submit  Reset Password

\* indicates required field

**User Details (Bob Sager)**

Business Account: Eds Business

Username: EDS\_HELPER

\*Active Indicator: ☒

\*First Name:

\*Last Name:

Please note the E-Mail address provided below will be the primary means of contact and must be valid.

\*E-Mail Address:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip Code:  -

\*Country:

\*Phone:  Extn:

Fax:

Public Terminal Indicator: ☐ Yes ☒ No

**Shipping Details**

☐ Shipping Details same as User Details above

\*First Name:

\*Last Name:

Please note the E-Mail address provided below will be the primary means of contact and must be valid.

\*E-Mail Address:

\*Address Line 1:


Address Line 2:

\*City:

\*State:

\*Country:


\*Zip Code:  -

 Update

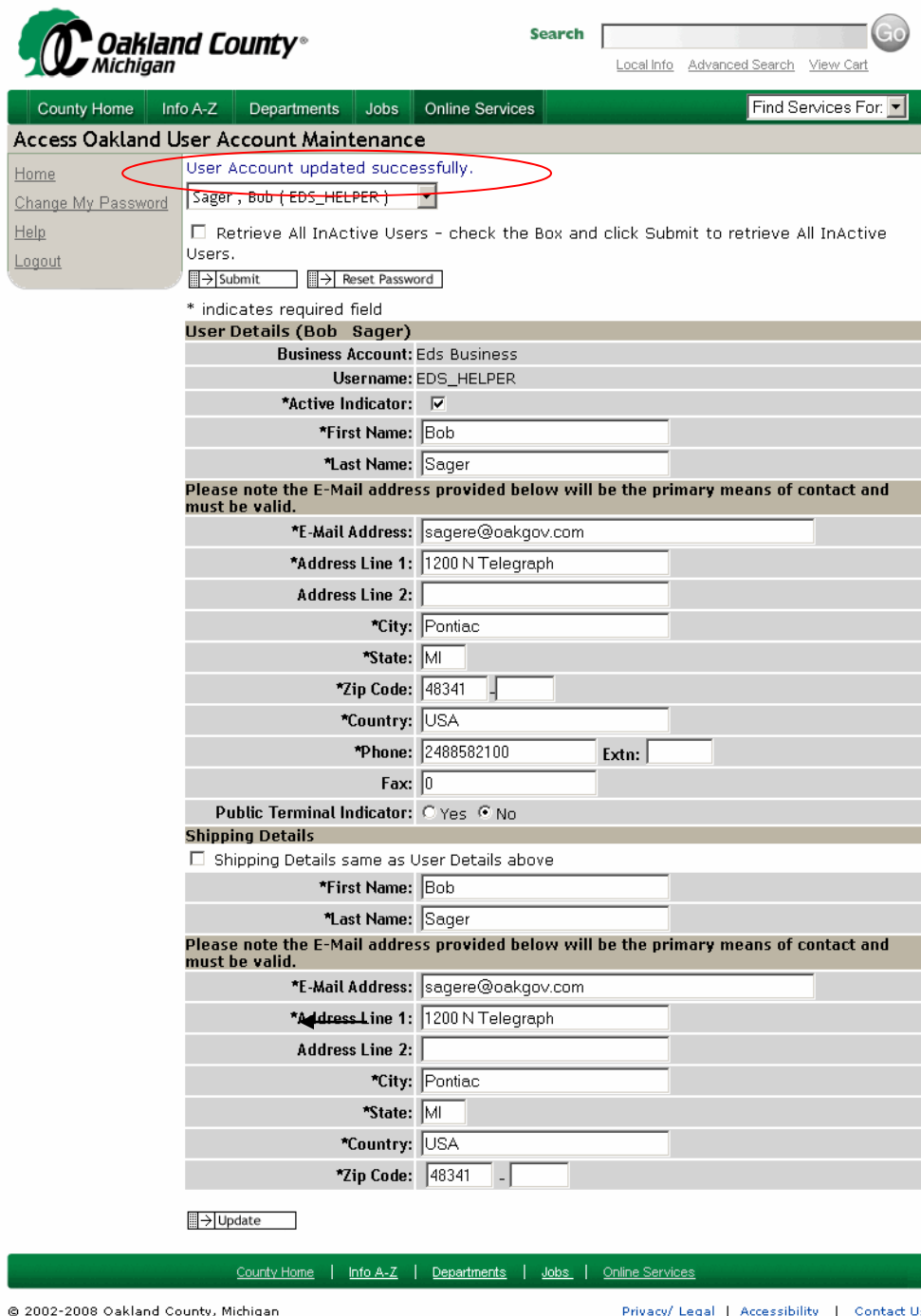
County Home | Info A-Z | Departments | Jobs | Online Services

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This screen provides for the modification of all information regarding a user account.

2. Once modifications have been made, click on the  Update button on the bottom of the screen.

Upon successful completion, a message will be displayed at the top of the screen.



**Oakland County Michigan**

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[County Home](#) [Info A-Z](#) [Departments](#) [Jobs](#) [Online Services](#) [Find Services For:](#)



### Access Oakland User Account Maintenance

[Home](#) [Change My Password](#) [Help](#) [Logout](#)

**User Account updated successfully.**

Sager, Bob (EDS\_HELPER)

☐ Retrieve All InActive Users - check the Box and click Submit to retrieve All InActive Users.

 Submit  Reset Password

\* indicates required field

#### User Details (Bob Sager)

**Business Account:** Eds Business

**Username:** EDS\_HELPER

**\*Active Indicator:** ☒

**\*First Name:** Bob

**\*Last Name:** Sager

**Please note the E-Mail address provided below will be the primary means of contact and must be valid.**

**\*E-Mail Address:** sagere@oakgov.com

**\*Address Line 1:** 1200 N Telegraph

**Address Line 2:**

**\*City:** Pontiac

**\*State:** MI

**\*Zip Code:** 48341 -

**\*Country:** USA

**\*Phone:** 2488582100 **Extn:**

**Fax:** 0

**Public Terminal Indicator:** ☐ Yes ☒ No

#### Shipping Details

☐ Shipping Details same as User Details above

**\*First Name:** Bob

**\*Last Name:** Sager

**Please note the E-Mail address provided below will be the primary means of contact and must be valid.**

**\*E-Mail Address:** sagere@oakgov.com

**\*Address Line 1:** 1200 N Telegraph


**Address Line 2:**

**\*City:** Pontiac

**\*State:** MI

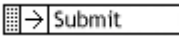
**\*Country:** USA

**\*Zip Code:** 48341 -


 Update

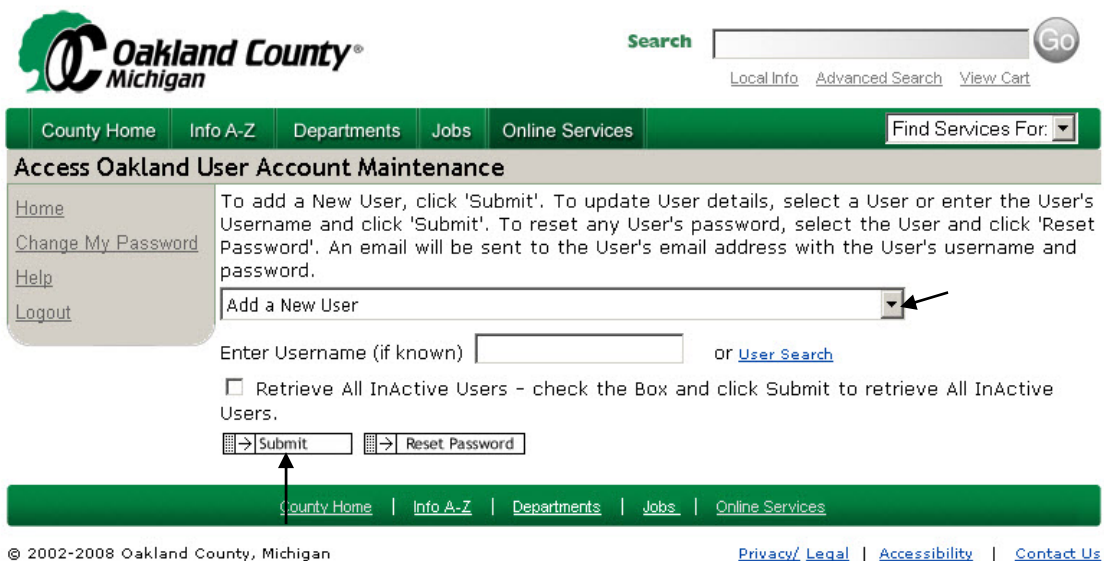
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3. To perform further maintenance functions on another user account, select the user account from the drop down list then click on the  button. Or, to return to the main menu, click on [Home](#) in the navigation bar on the left side of the screen.

## Adding a New User Account

1. To add a new user account, select Add a New User Account from the dropdown box on the User Account Maintenance screen, then click the  button.



**Oakland County Michigan**

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[County Home](#) [Info A-Z](#) [Departments](#) [Jobs](#) [Online Services](#) [Find Services For:](#)

### Access Oakland User Account Maintenance


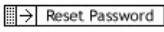
[Home](#)  
[Change My Password](#)  
[Help](#)  
[Logout](#)

To add a New User, click 'Submit'. To update User details, select a User or enter the User's Username and click 'Submit'. To reset any User's password, select the User and click 'Reset Password'. An email will be sent to the User's email address with the User's username and password.



Enter Username (if known)  or [User Search](#)

☐ Retrieve All InActive Users - check the Box and click Submit to retrieve All InActive Users.

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The following screen will be displayed for entry of all required fields for a user account:

**Oakland County Michigan**

Search

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**Access Oakland User Account Maintenance**

[Home](#)  
[Change My Password](#)  
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[Logout](#)

Please enter New User Details

Enter Username (if known)  or [User Search](#)

☐ Retrieve All InActive Users - check the Box and click Submit to retrieve All InActive Users.

**\* indicates required field**

**Add a New User**

\*Business Account:

\*Username(Login Name):

\*Active Indicator: ☒

\*First Name:

\*Last Name:

Please note the E-Mail address provided below will be the primary means of contact and must be valid.

\*E-Mail Address:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip Code:  -

\*Country:

\*Phone:  Extn:

Fax:

License Number:

License Expire Date(mm/dd/yyyy):

License Active Flag: ☐ Yes ☒ No

\*Scheduled Payment Only Indicator: ☒

Public Terminal Indicator: ☐ Yes ☒ No

**Shipping Details**

☐ Shipping Details same as User Details above

\*First Name:

\*Last Name:

Please note the E-Mail address provided below will be the primary means of contact and must be valid.

\*E-Mail Address:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Country:

\*Zip Code:  -

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2. All required fields are indicated with an asterisk(\*). When complete, click on the  button on the bottom of the screen.

Upon successful completion, a message will be displayed at the top of the screen and an email with the new username and password will be sent to the address specified on the user account.

**Oakland County Michigan** Search

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### Access Oakland User Account Maintenance

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User Account was added successfully. An email will be sent to the User Account with the Username and Password.

☐ Retrieve All InActive Users - check the Box and click Submit to retrieve All InActive Users.

\* indicates required field

#### User Details (Kathy Sager)

**Business Account:** Eds Business

**Username:** EDS\_CFO

**\*Active Indicator:** ☒

**\*First Name:**

**\*Last Name:**

Please note the E-Mail address provided below will be the primary means of contact and must be valid.

**\*E-Mail Address:**

**\*Address Line 1:**

**Address Line 2:**

**\*City:**

**\*State:**

**\*Zip Code:**

**\*Country:**

**\*Phone:**  **Extn:**

**Fax:**

**Public Terminal Indicator:** ☐ Yes ☒ No

#### Shipping Details

☐ Shipping Details same as User Details above

**\*First Name:**

**\*Last Name:**

Please note the E-Mail address provided below will be the primary means of contact and must be valid.

**\*E-Mail Address:**

**\*Address Line 1:**

**Address Line 2:**

**\*City:**

**\*State:**

**\*Country:**

**\*Zip Code:**

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## Sample email:

Hello Scott,

Your Account has been created for Access Oakland.

You can login using the following information:

Username: xxxxxxxx

Password: xxxxxxxx


You will be required to change your password upon first login.

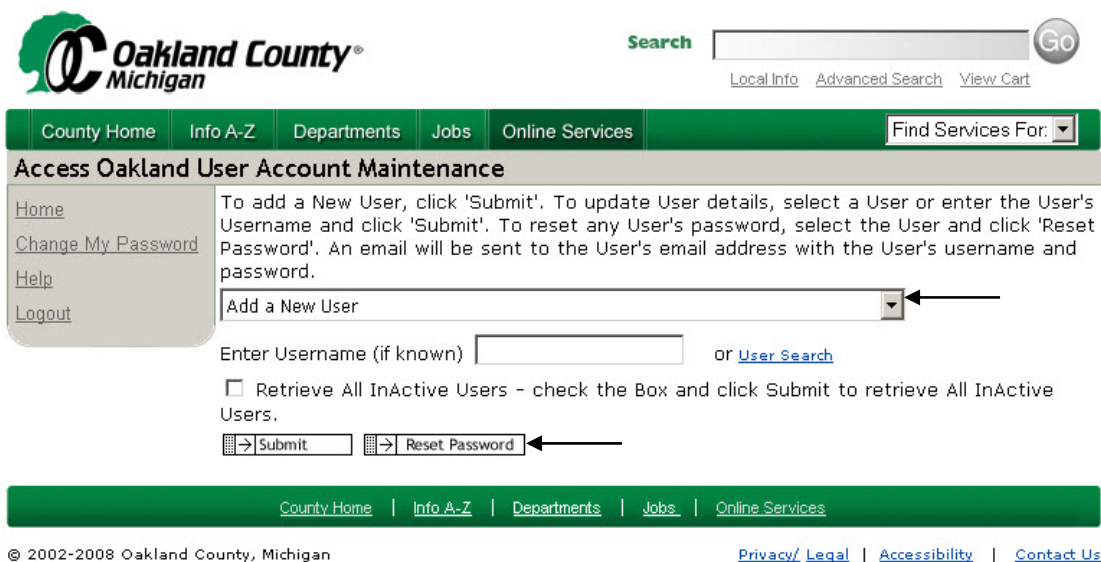
Thank you,

The Access Oakland Team.

3. To add another user account or perform further maintenance functions on existing user accounts, select the desired option from the dropdown box.
4. Or, to return to the main menu, click on [Home](#) in the navigation bar on the left side of the screen.

## Resetting a User Account Password

1. To reset a user account password, select the user from the dropdown box then click on the  **Reset Password** button.



**Oakland County Michigan**

Search


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### Access Oakland User Account Maintenance

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To add a New User, click 'Submit'. To update User details, select a User or enter the User's Username and click 'Submit'. To reset any User's password, select the User and click 'Reset Password'. An email will be sent to the User's email address with the User's username and password.



Enter Username (if known)  or [User Search](#)

☐ Retrieve All InActive Users - check the Box and click Submit to retrieve All InActive Users.

[County Home](#) | [Info A-Z](#) | [Departments](#) | [Jobs](#) | [Online Services](#)


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Upon successful completion, a message will be displayed at the top of the screen and an email with the password will be sent to the address specified on the user account.



**Access Oakland User Account Maintenance**[Home](#)[Change My Password](#)[Help](#)[Logout](#)

The User's(Sager,Kathy) password has been successfully reset. An email has been sent to the User with the new Password.

Sager , Kathy ( EDS\_CFO ) 

☐ Retrieve All InActive Users - check the Box and click Submit to retrieve All InActive Users.

 Submit

 Reset Password

**Sample email:**

Hello Scott,

Your Access Oakland Account Password has been reset.

You can login using the following information:

Username: EDS\_USER2

Password: xxxxxxxx


You will be required to change your password upon first login.

Thank you,

The Access Oakland Team.

2. To add another user account or perform further maintenance functions on existing user accounts, select the desired option from the dropdown box. Or, to return to the main menu, click on Home in the navigation bar on the left side of the screen.

## Assigning Products to Users

1. To assign access to a product or revoke access to a product for a user account, you must be logged in as the Business Account responsible for this user. To access the Business Account function, go to the Access Oakland Logon Page at this address: (<http://www.oakgov.com/aofs0001>). Enter your assigned Business Account Username and Password and click on the  Sign In button.

### Sign in to your account

Sign in now to use your Access Oakland account. Please note that all Access Oakland property products are now a part of the new Property Gateway. You may still login here to access those services.



The sign-in form is a light gray rectangular box. At the top center, the text "Sign in" is displayed in a green, sans-serif font. Below this, the labels "Username:" and "Password:" are positioned to the left of two white input fields with thin gray borders. Underneath the input fields, there is a "Sign In" button featuring a small icon of a keyboard and an arrow pointing right, followed by the text "Sign In". At the bottom of the form, two blue, underlined links are provided: "Forgotten Password?" and "Forgotten Username?".

The following page will be displayed:

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**Access Oakland Business Account Home**

[Home](#)  
[Change My Password](#)  
[Help](#)  
[Logout](#)

No.	User Options
1	<a href="#">My Products</a>
2	<a href="#">My Usage Report</a>
3	<a href="#">My Profile</a>

No.	Business Account Options
1	<a href="#">Account Maintenance</a>
2	<a href="#">My Business Account</a>
3	<a href="#">My Business Usage</a>
4	<a href="#">Activate/Deactivate Products for Users</a> ←

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From this page the Business Account holder can perform any of the account functions from the list or on the left navigation bar.

2. Click on [Activate/Deactivate Products for Users](#) option in the list in the center of the screen.

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### Access Oakland User Product Usage Assignment

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Select a User from the Dropdown or enter the User's Username and click 'Submit'.

Select a User

[User Search](#)

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- To modify an existing user's privileges, select the user account from the drop down list, then click on the  button.

The following page will be displayed:

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### Access Oakland User Product Usage Assignment

[Home](#)  
[Change My Password](#)  
[Help](#)  
[Logout](#)

Select a User from the Dropdown or enter the User's Username and click 'Submit'.

Sager , Bob (EDS\_HELPER)

[User Search](#)

Check the activate/deactivate box(es) to activate/deactivate the usage of a product on that line for the user above and click on the 'Process' button at the bottom of the screen to process the selections.


**User: Sager , Bob**

No.	Usage Type	Product Description	Renewal	Price	Action
REGULAR PRODUCTS					
1	Subscription	Survey Oakland Product	Annually	\$500.00	Activate: <input type="checkbox"/>
2	Subscription	Commercial and Industrial Property Profile	Monthly	\$15.00	Deactivate: <input type="checkbox"/>
3	Transaction	Commercial and Industrial Property Profile	n/a	\$12.50	Activate: <input type="checkbox"/>
4	Transaction	Current Tax Profile	n/a	\$2.50	Deactivate: <input type="checkbox"/>
5	Transaction	Delinquent Tax Statements	n/a	\$1.50	Activate: <input type="checkbox"/>
6	Transaction	Map Atlas Viewer	n/a	\$4.00	Activate: <input type="checkbox"/>
7	Transaction	Mortgage Application Acceleration Program	n/a	\$20.00	Activate: <input type="checkbox"/>
8	Transaction	Residential Property Analyzer	n/a	\$20.00	Activate: <input type="checkbox"/>
9	Subscription	Residential Property Profile	Monthly	\$13.00	Deactivate: <input type="checkbox"/>
10	Transaction	Residential Property Profile	n/a	\$7.50	Activate: <input type="checkbox"/>

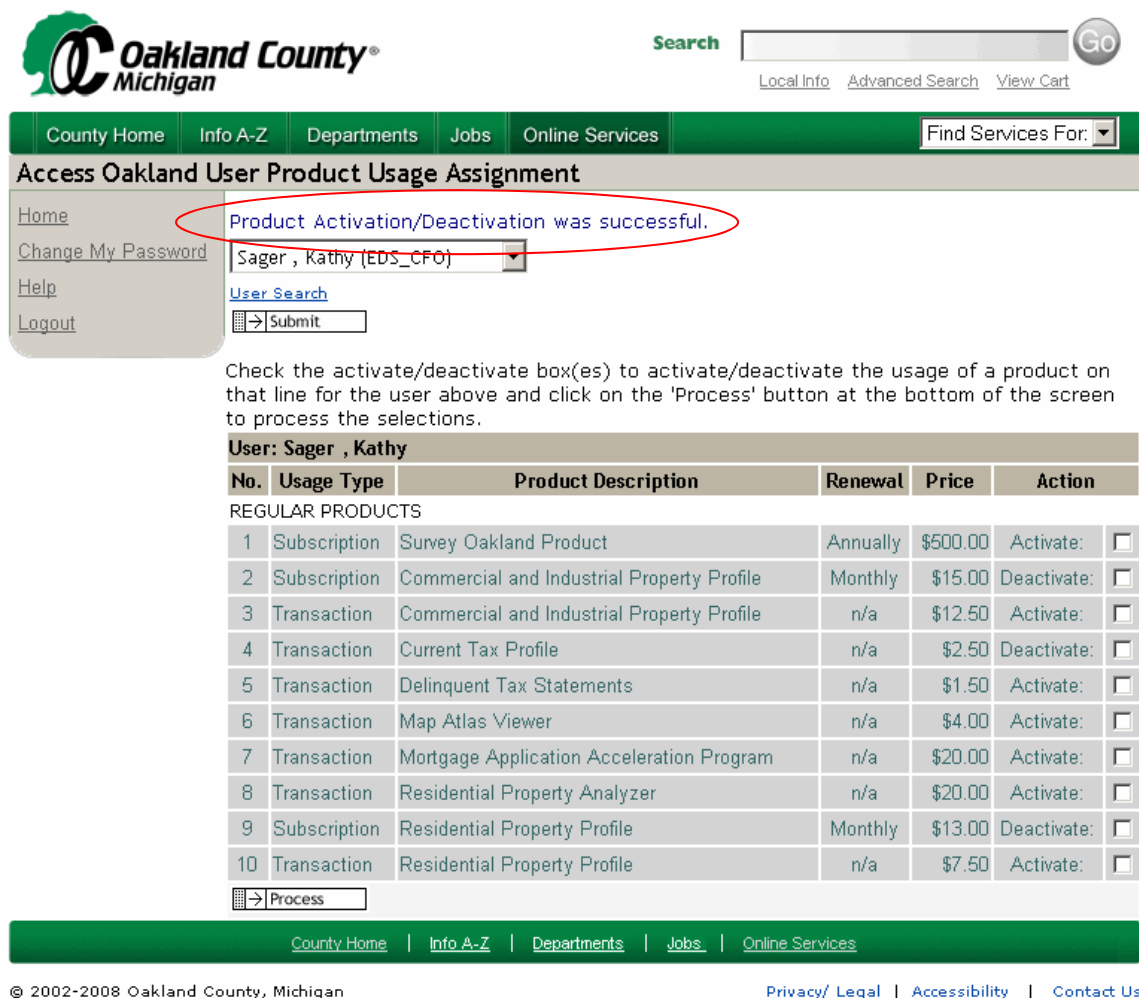
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This page displays all products to which this user may or may not have access.

4. To grant access to a product for this user, mark the Activate check box next to the product desired in the Action column.
5. To revoke access to a particular product, mark the Deactivate check box next to the product desired in the Action column.
6. After all desired changes have been made, click on the  **Process** button at the bottom of the screen.

Upon successful completion, a message will be displayed at the top of the screen.



**Access Oakland User Product Usage Assignment**

Home | Change My Password | Help | Logout

Product Activation/Deactivation was successful.

Sager, Kathy (EDS\_CFO)

User Search

Submit

Check the activate/deactivate box(es) to activate/deactivate the usage of a product on that line for the user above and click on the 'Process' button at the bottom of the screen to process the selections.

**User: Sager, Kathy**

No.	Usage Type	Product Description	Renewal	Price	Action
REGULAR PRODUCTS					
1	Subscription	Survey Oakland Product	Annually	\$500.00	Activate: <input type="checkbox"/>
2	Subscription	Commercial and Industrial Property Profile	Monthly	\$15.00	Deactivate: <input type="checkbox"/>
3	Transaction	Commercial and Industrial Property Profile	n/a	\$12.50	Activate: <input type="checkbox"/>
4	Transaction	Current Tax Profile	n/a	\$2.50	Deactivate: <input type="checkbox"/>
5	Transaction	Delinquent Tax Statements	n/a	\$1.50	Activate: <input type="checkbox"/>
6	Transaction	Map Atlas Viewer	n/a	\$4.00	Activate: <input type="checkbox"/>
7	Transaction	Mortgage Application Acceleration Program	n/a	\$20.00	Activate: <input type="checkbox"/>
8	Transaction	Residential Property Analyzer	n/a	\$20.00	Activate: <input type="checkbox"/>
9	Subscription	Residential Property Profile	Monthly	\$13.00	Deactivate: <input type="checkbox"/>
10	Transaction	Residential Property Profile	n/a	\$7.50	Activate: <input type="checkbox"/>


Process

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7. To return to the main menu, click on [Home](#) in the navigation bar on the left side of the screen.

## Querying Account Usage

1. To get a report of product usage under your business account, you must be logged in as the Business Account. To access the Business Account functions, go to the Access Oakland Logon Page at this address: (<http://www.oakgov.com/aofs0001>). Enter your assigned Business Account Username and Password and click on the  Sign In button.

### Sign in to your account

Sign in now to use your Access Oakland account. Please note that all Access Oakland property products are now a part of the new Property Gateway. You may still login here to access those services.



The sign-in form is contained within a light gray rounded rectangle. At the top center, the text "Sign in" is displayed in a green font. Below this, the label "Username:" is positioned to the left of a white text input field. Similarly, the label "Password:" is to the left of another white text input field. Centered below these fields is a button with a small icon of a grid and an arrow pointing right, followed by the text "Sign In". At the bottom of the form, there are two blue, underlined links: "Forgotten Password?" and "Forgotten Username?".

The following page will be displayed:



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**Access Oakland Business Account Home**

[Home](#)  
[Change My Password](#)  
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[Logout](#)

No.	User Options
1	<a href="#">My Products</a>
2	<a href="#">My Usage Report</a>
3	<a href="#">My Profile</a>

No.	Business Account Options
1	<a href="#">Account Maintenance</a>
2	<a href="#">My Business Account</a>
3	<a href="#">My Business Usage</a>
4	<a href="#">Activate/Deactivate Products for Users</a>

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From this page the Business Account holder can perform any of the account functions from the list or on the left navigation bar.

2. Click on [My Business Usage](#) option in the list in the center of the screen.

The following page will be displayed:



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**Access Oakland Business Usage Report**

[Home](#)  
[Change My Password](#)  
[Help](#)  
[Logout](#)

**Customer: EDS\_BUS (Ed Sager) Active: Y**

**User: EDS\_BUS (Ed Sager) Active: Y**

Product Name	Usage Type	Count	Amount
Current Tax Profile	Transaction	1	\$2.50
Residential Property Profile	Subscription	1	\$0.00

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This report shows counts and billable amounts for all product usage by users under your business account.

3. To return to the main menu, click on [Home](#) in the navigation bar on the left side of the screen.