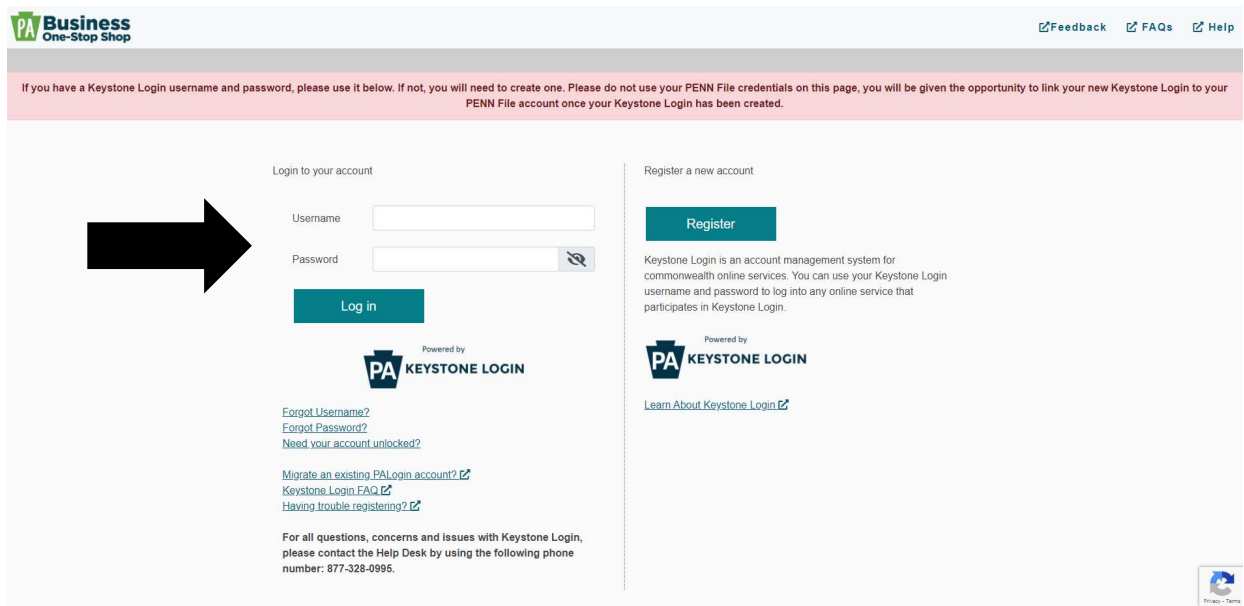


## How to Purchase Business Documents in Business Filing Services

**Purpose:** Use this guide to purchase previously filed documents (e.g., formation documents, amendments, annual reports, subsistence certificates/certificates of registration, also known as good standing, etc.) in Business Filing Services.

**Step 1:** Go to <https://hub.business.pa.gov>. Enter your username and password. Click *Log in*. New users should register for an account by clicking the *Register* button on the right. [Click here](#) for additional assistance with registering as a new user in the Hub. **NOTE:** The Business Hub utilizes Keystone Login. If you have an existing Keystone Login from another Commonwealth system associated with your email address, use your existing information to *Log in*.



The screenshot shows the PA Business One-Stop Shop website. At the top is the logo and navigation links for Feedback, FAQs, and Help. A pink banner contains a message about Keystone Login. The main content area is divided into two columns. The left column, titled 'Login to your account', features a large black arrow pointing to it, a 'Log in' button, and links for 'Forgot Username?', 'Forgot Password?', 'Need your account unlocked?', 'Migrate an existing PAM login account?', 'Keystone Login FAQ', and 'Having trouble registering?'. The right column, titled 'Register a new account', features a 'Register' button, a description of Keystone Login, a 'Learn About Keystone Login' link, and a 'Privacy - Terms' link at the bottom right.

PA Business One-Stop Shop

[Feedback](#) [FAQs](#) [Help](#)

If you have a Keystone Login username and password, please use it below. If not, you will need to create one. Please do not use your PENN File credentials on this page, you will be given the opportunity to link your new Keystone Login to your PENN File account once your Keystone Login has been created.

Login to your account

Register a new account

Username

Password

[Log in](#)

Powered by  
**PA KEYSTONE LOGIN**

[Forgot Username?](#)  
[Forgot Password?](#)  
[Need your account unlocked?](#)  
[Migrate an existing PAM login account?](#)  
[Keystone Login FAQ](#)  
[Having trouble registering?](#)

For all questions, concerns and issues with Keystone Login, please contact the Help Desk by using the following phone number: 877-328-0995.

[Register](#)

Keystone Login is an account management system for commonwealth online services. You can use your Keystone Login username and password to log into any online service that participates in Keystone Login.

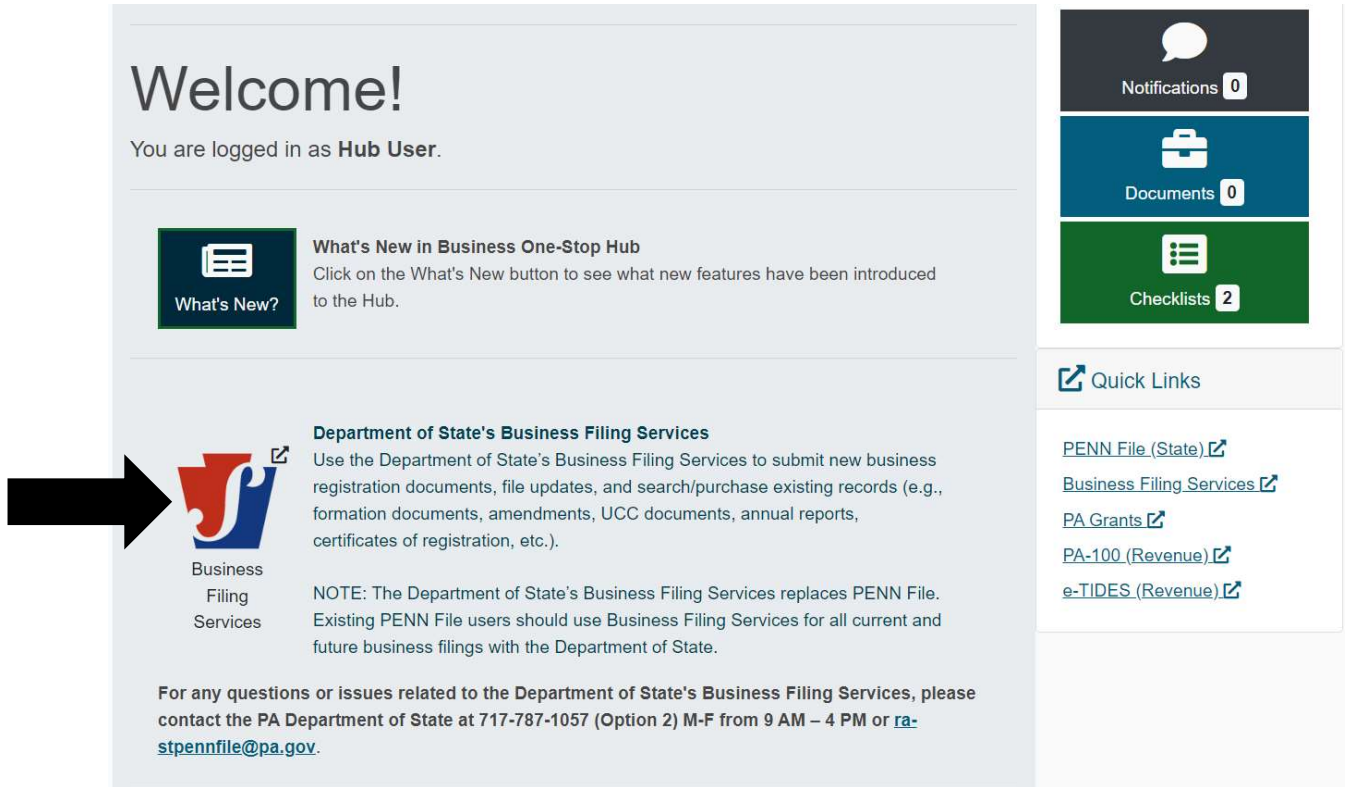
Powered by  
**PA KEYSTONE LOGIN**

[Learn About Keystone Login](#)

[Privacy - Terms](#)

## How to Purchase Business Documents in Business Filing Services

**Step 2:** Click the *Business Filing Services* logo. **NOTE:** This will open in a separate tab.



The screenshot shows the Business One-Stop Hub dashboard. A large black arrow points to the "Business Filing Services" logo, which is a red and blue stylized 'P' and 'S' icon. The dashboard includes a "Welcome!" message, a "What's New" section, a "Department of State's Business Filing Services" section with a note about replacing PENN File, and a "Quick Links" sidebar on the right with links to PENN File, Business Filing Services, PA Grants, PA-100, and e-TIDES. The sidebar also shows counts for Notifications (0), Documents (0), and Checklists (2).

**Welcome!**  
You are logged in as **Hub User**.

**What's New?**  
**What's New in Business One-Stop Hub**  
Click on the What's New button to see what new features have been introduced to the Hub.

**Department of State's Business Filing Services**  
Use the Department of State's Business Filing Services to submit new business registration documents, file updates, and search/purchase existing records (e.g., formation documents, amendments, UCC documents, annual reports, certificates of registration, etc.).

**NOTE:** The Department of State's Business Filing Services replaces PENN File. Existing PENN File users should use Business Filing Services for all current and future business filings with the Department of State.

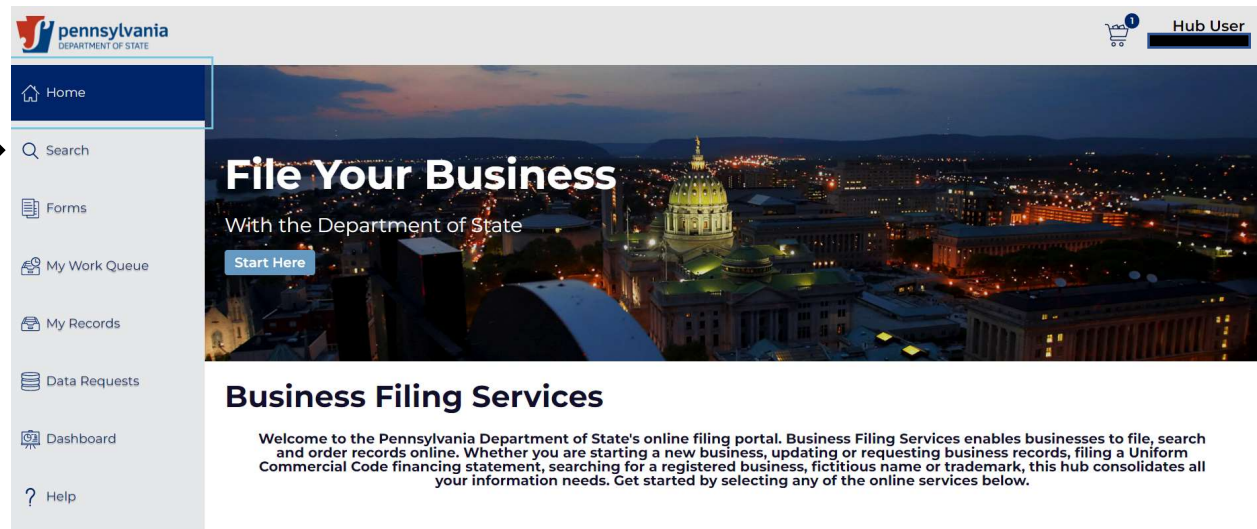
For any questions or issues related to the Department of State's Business Filing Services, please contact the PA Department of State at 717-787-1057 (Option 2) M-F from 9 AM – 4 PM or [rapennfile@pa.gov](mailto:rapennfile@pa.gov).

**Quick Links**

- [PENN File \(State\)](#)
- [Business Filing Services](#)
- [PA Grants](#)
- [PA-100 \(Revenue\)](#)
- [e-TIDES \(Revenue\)](#)

**Notifications** 0  
**Documents** 0  
**Checklists** 2

**Step 3:** Click *Search*.



The screenshot shows the Pennsylvania Department of State Business Filing Services portal. A large black arrow points to the "Search" button in the left sidebar. The main content area features a "File Your Business" banner with a "Start Here" button, followed by a "Business Filing Services" section with a welcome message and instructions on how to use the portal. The sidebar includes links to Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, and Help. The top right corner shows the user is logged in as "Hub User".

**pennsylvania**  
DEPARTMENT OF STATE

**File Your Business**  
With the Department of State  
[Start Here](#)

**Business Filing Services**

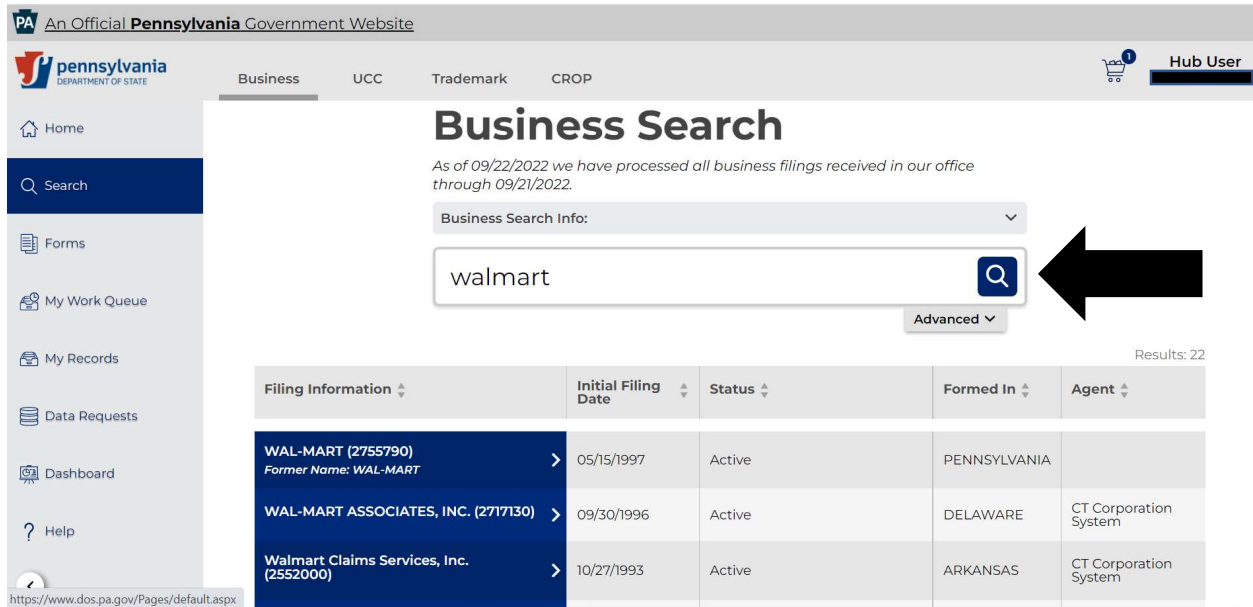
Welcome to the Pennsylvania Department of State's online filing portal. Business Filing Services enables businesses to file, search and order records online. Whether you are starting a new business, updating or requesting business records, filing a Uniform Commercial Code financing statement, searching for a registered business, fictitious name or trademark, this hub consolidates all your information needs. Get started by selecting any of the online services below.

**Home**  
Search  
Forms  
My Work Queue  
My Records  
Data Requests  
Dashboard  
Help

**Hub User**

## How to Purchase Business Documents in Business Filing Services

**Step 4:** Type in your business name and click the *Search icon*.



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Business UCC Trademark CROP

Home

Search

Forms

My Work Queue

My Records

Data Requests


Dashboard

Help

Hub User

### Business Search

As of 09/22/2022 we have processed all business filings received in our office through 09/21/2022.

Business Search Info:  

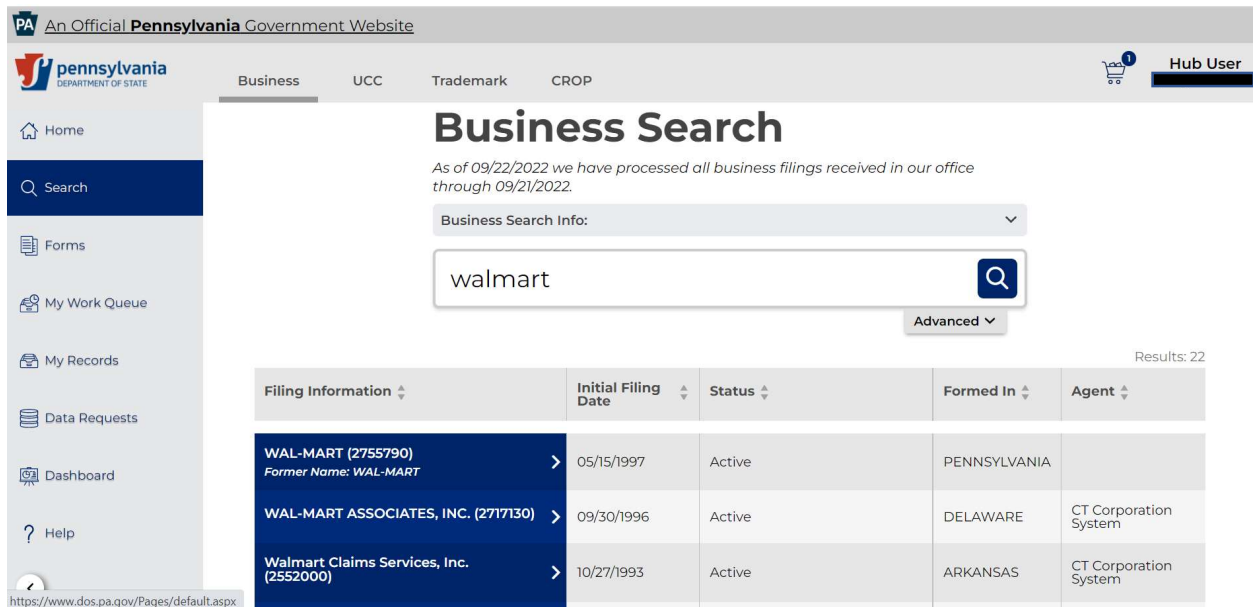
Advanced ▾

Results: 22

Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
WAL-MART ASSOCIATES, INC. (2717130)	09/30/1996	Active	DELAWARE	CT Corporation System
Walmart Claims Services, Inc. (2552000)	10/27/1993	Active	ARKANSAS	CT Corporation System

https://www.dos.pa.gov/Pages/default.aspx

**Step 5:** Click *your business name* in the search results.



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Business UCC Trademark CROP

Home

Search

Forms

My Work Queue

My Records

Data Requests


Dashboard

Help

Hub User

### Business Search

As of 09/22/2022 we have processed all business filings received in our office through 09/21/2022.

Business Search Info:  

Advanced ▾

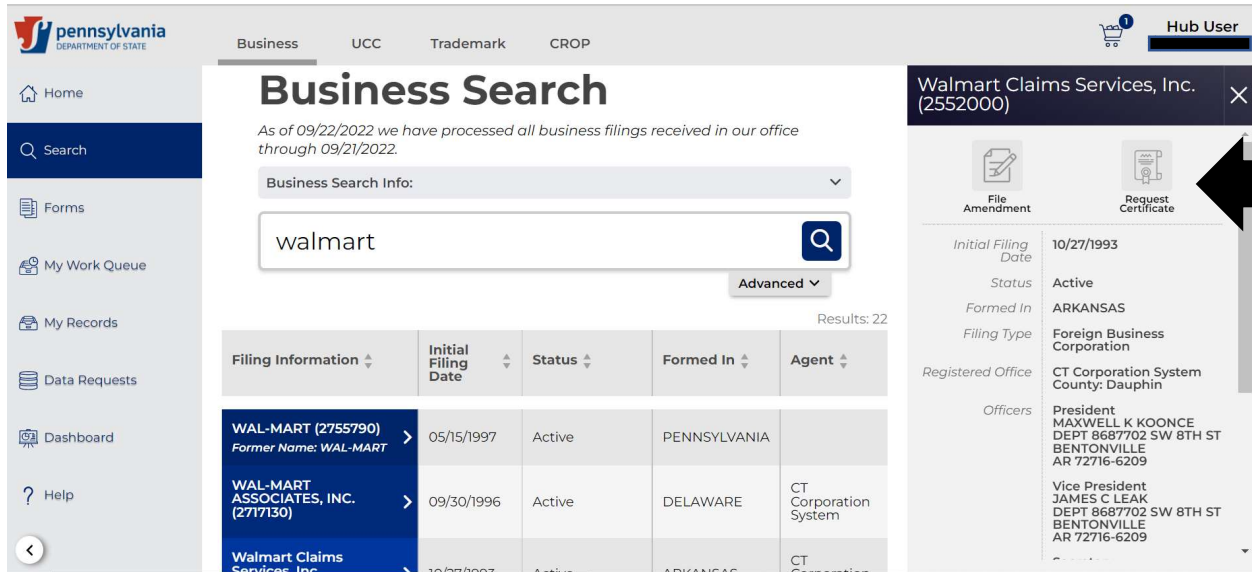
Results: 22

Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
WAL-MART ASSOCIATES, INC. (2717130)	09/30/1996	Active	DELAWARE	CT Corporation System
Walmart Claims Services, Inc. (2552000)	10/27/1993	Active	ARKANSAS	CT Corporation System

https://www.dos.pa.gov/Pages/default.aspx

## How to Purchase Business Documents in Business Filing Services

**Step 6:** Click *Request Certificate*.



The screenshot shows the Pennsylvania Business Search interface. The left sidebar contains navigation links: Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, and Help. The main content area is titled 'Business Search' and includes a search bar with 'walmart' entered. Below the search bar is a table of results. The right sidebar shows details for 'Walmart Claims Services, Inc. (2552000)', including filing information, status, and officers. A black arrow points to the 'Request Certificate' button in the right sidebar.

Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
WAL-MART ASSOCIATES, INC. (2717130)	09/30/1996	Active	DELAWARE	CT Corporation System
Walmart Claims Services, Inc.	10/27/1993	Active	ARKANSAS	CT Corporation System

Results: 22

Walmart Claims Services, Inc. (2552000)

File Amendment | Request Certificate

Initial Filing Date: 10/27/1993

Status: Active

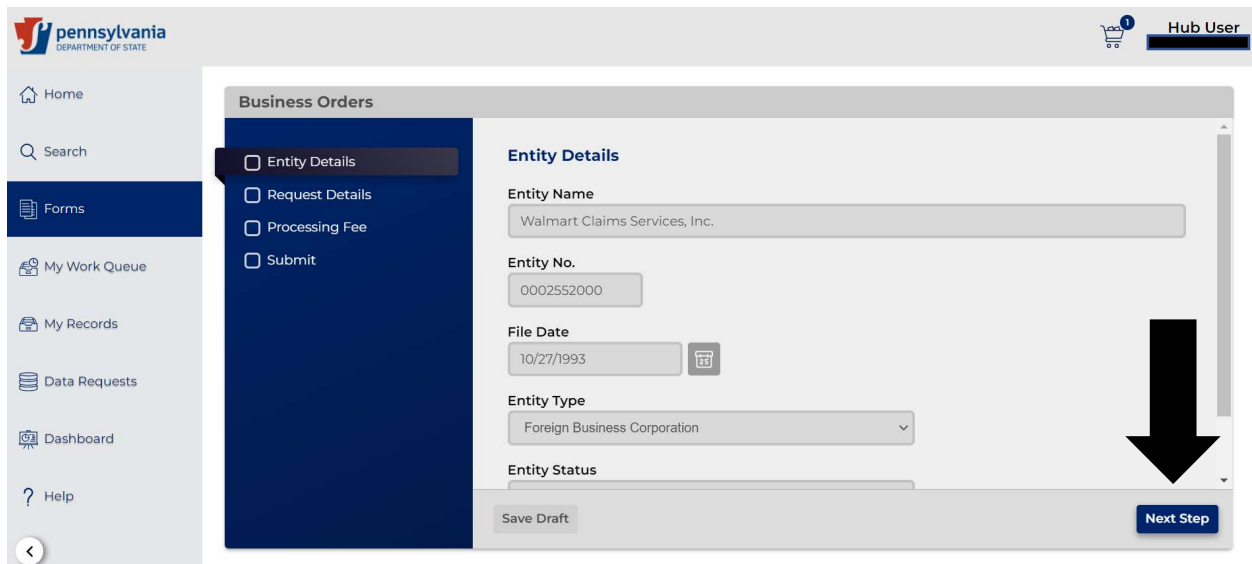
Formed In: ARKANSAS

Filing Type: Foreign Business Corporation

Registered Office: CT Corporation System  
County: Dauphin

Officers: President MAXWELL K KOONCE  
DEPT 8687702 SW 8TH ST  
BENTONVILLE AR 72716-6209  
Vice President JAMES C LEAK  
DEPT 8687702 SW 8TH ST  
BENTONVILLE AR 72716-6209

**Step 7:** Click *Next Step*.



The screenshot shows the Pennsylvania Business Orders interface. The left sidebar contains navigation links: Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, and Help. The main content area is titled 'Business Orders' and includes a sidebar with options: Entity Details, Request Details, Processing Fee, and Submit. The 'Entity Details' section is active, showing fields for Entity Name, Entity No., File Date, Entity Type, and Entity Status. A black arrow points to the 'Next Step' button at the bottom right.

Business Orders

Entity Details

Entity Name: Walmart Claims Services, Inc.

Entity No.: 0002552000

File Date: 10/27/1993

Entity Type: Foreign Business Corporation

Entity Status:

Save Draft | Next Step

## How to Purchase Business Documents in Business Filing Services

**Step 8:** Select the type of document you wish to purchase in the dropdown menu, follow the screen prompts, and click *Next Step*. **NOTE:** If making a Copy Request (e.g., formation documents, amendments, etc.), you must select whether you want plain or certified copies and, **while leaving the white search box empty**, click the blue *Search* button to view all available documents. After clicking *Search*, in the resulting list, click the document(s) you wish to purchase and click *Save and Close*. Formation documents (e.g., Articles of Incorporation, Certificates of Organization, Fictitious Name Registrations, etc.) are listed in the system as Initial Filings. Then, click *Next Step*.

The screenshot shows the 'Business Orders' page in the Pennsylvania Department of State's Business Filing Services. The left sidebar contains navigation links: Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, and Help. The 'Forms' link is highlighted. The main content area is titled 'Business Orders' and features a sidebar with checkboxes for 'Entity Details' (checked), 'Request Details', 'Processing Fee', and 'Submit'. The 'Request Details' section is active, displaying a 'Request Type' dropdown menu. The dropdown menu is open, showing the following options: '[Select an option]', '[Select an option]', 'Copy Request', 'Certificate of Registration', 'Index Report', and 'Engrossed Certificate'. A large black arrow points to the 'Copy Request' option. At the bottom of the page, there are buttons for 'Save Draft', 'Previous Step', and 'Next Step'.

**Step 9:** Review the fees for your order and click *Next Step*.

The screenshot shows the 'Business Orders' page in the Pennsylvania Department of State's Business Filing Services, specifically the 'Processing Fee' section. The left sidebar contains navigation links: Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, and Help. The 'Forms' link is highlighted. The main content area is titled 'Business Orders' and features a sidebar with checkboxes for 'Entity Details' (checked), 'Request Details' (checked), 'Processing Fee' (checked), and 'Submit'. The 'Processing Fee' section is active, displaying 'Processing Fee Information'. The information includes: 'All fees are required at the time of submission. The fees of the Bureau are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.', 'Processing Fee: \$3.00 per page', 'If the images are on microfilm, there will be an additional \$15.00 search fee.', 'You can go to My Work Queue to view and print your document(s).', and 'All fees may be paid by Visa, Mastercard, or Customer Deposit Account.' Below this information are the Visa and Mastercard logos. At the bottom of the page, there are buttons for 'Save Draft', 'Previous Step', and 'Next Step'. A large black arrow points to the 'Next Step' button.

## How to Purchase Business Documents in Business Filing Services

**Step 10:** Click *Submit*.

The screenshot shows the Pennsylvania Department of State Business Filing Services interface. The left sidebar contains navigation links: Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, and Help. The 'Forms' menu is expanded, showing a list of steps: Entity Details, Request Details, Processing Fee, and Submit. The 'Submit' step is currently selected. In the main content area, there is a 'File Online' button and a text box instructing the user to click 'Submit' to submit and pay for their order with a Visa or Mastercard. At the bottom right of the main content area, there is a 'Submit' button, which is highlighted by a large black arrow.

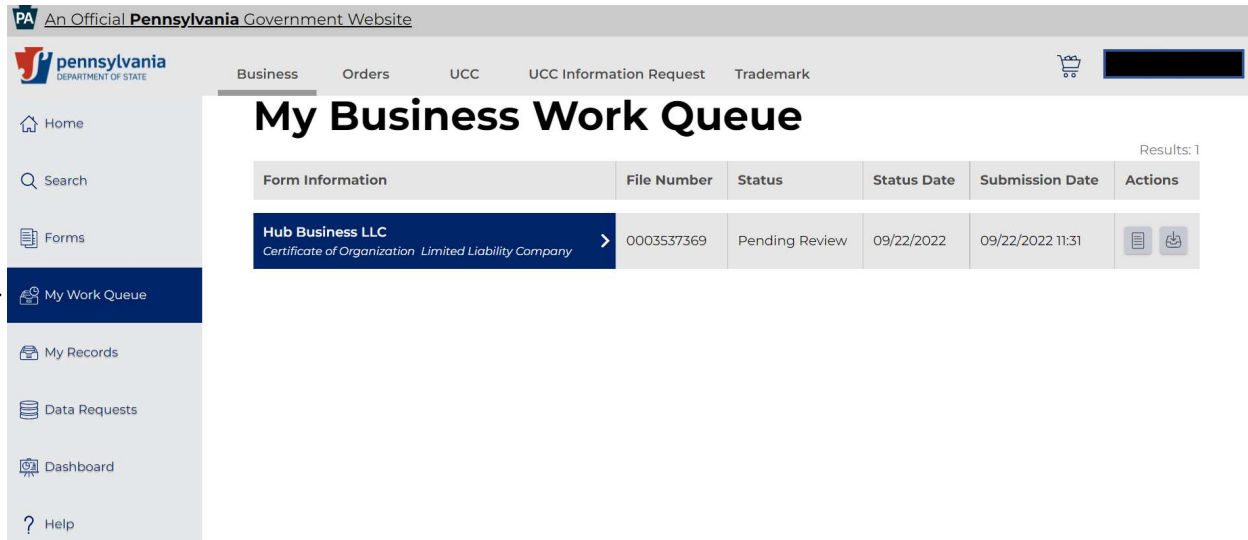
**Step 11:** Click *Pay with credit or debit card* to complete your order.

The screenshot shows the Pennsylvania Department of State Business Filing Services interface with the 'Cart' sidebar open. The sidebar displays the order details: Entity No. 0002552000, Total: \$6.00. A 'Pay with credit or debit card' button is highlighted in yellow, and a large black arrow points to it. The main content area is dimmed, showing the 'File Online' button and the 'Submit' button from the previous step.



## How to Purchase Business Documents in Business Filing Services

**Step 12:** Once your purchase is complete, use My Work Queue to view your order status and access your document(s) when available. To do so, start by clicking My Work Queue on the left.



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Business Orders UCC UCC Information Request Trademark

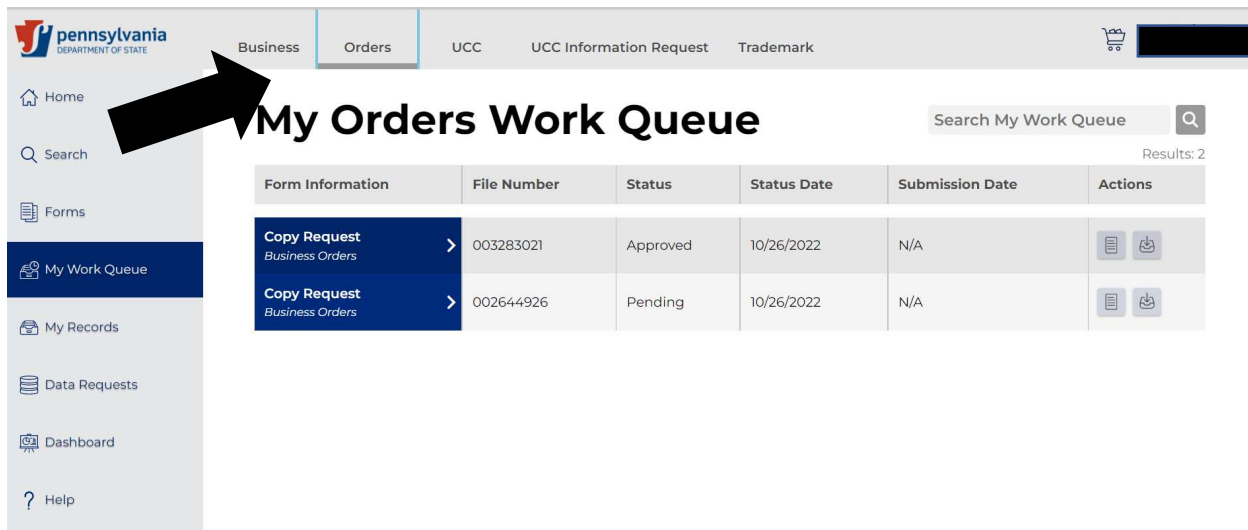
### My Business Work Queue

Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
<b>Hub Business LLC</b> Certificate of Organization Limited Liability Company >	0003537369	Pending Review	09/22/2022	09/22/2022 11:31	

Left sidebar menu: Home, Search, Forms, **My Work Queue**, My Records, Data Requests, Dashboard, Help.

**Step 13:** Click *Orders* at the top to view your pending and available orders.



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Business **Orders** UCC UCC Information Request Trademark

### My Orders Work Queue

Search My Work Queue

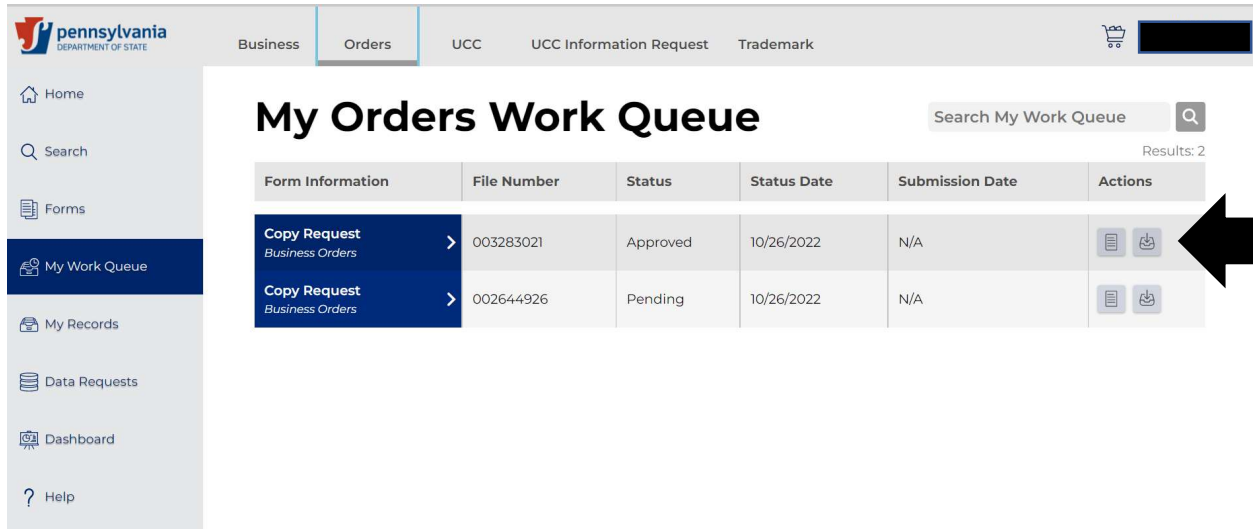
Results: 2

Form Information	File Number	Status	Status Date	Submission Date	Actions
<b>Copy Request</b> Business Orders >	003283021	Approved	10/26/2022	N/A	
<b>Copy Request</b> Business Orders >	002644926	Pending	10/26/2022	N/A	

Left sidebar menu: Home, Search, Forms, **My Work Queue**, My Records, Data Requests, Dashboard, Help.

## How to Purchase Business Documents in Business Filing Services

**Step 14:** Once the status is approved, click *View Downloads*.

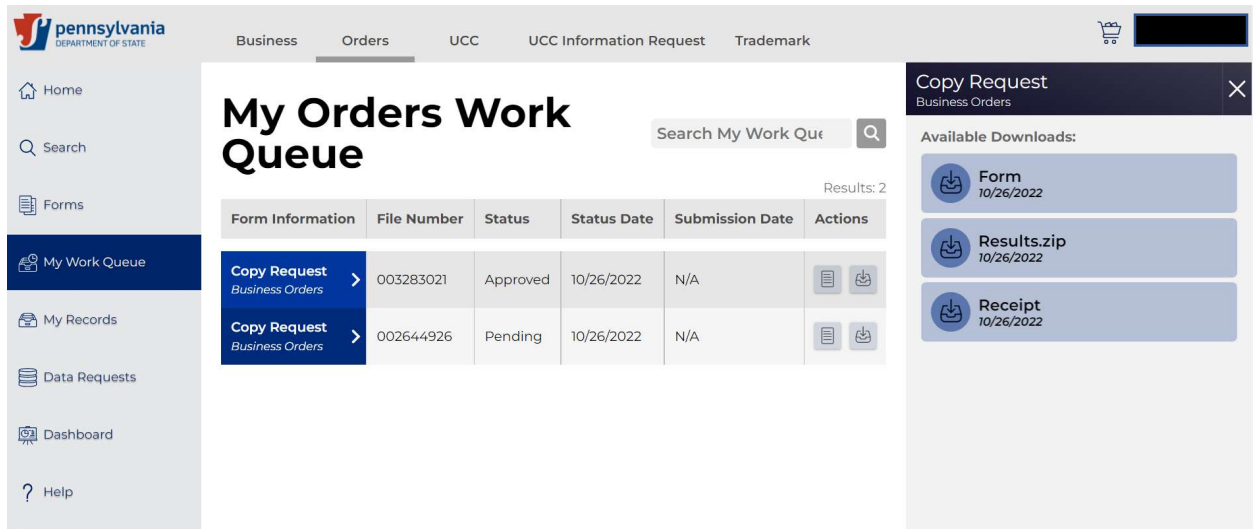


The screenshot shows the 'My Orders Work Queue' page. The left sidebar contains navigation links: Home, Search, Forms, My Work Queue (selected), My Records, Data Requests, Dashboard, and Help. The top navigation bar includes Business, Orders (selected), UCC, UCC Information Request, and Trademark. The main content area displays a table with the following data:

Form Information	File Number	Status	Status Date	Submission Date	Actions
Copy Request Business Orders	003283021	Approved	10/26/2022	N/A	[Download Icon] [Print Icon]
Copy Request Business Orders	002644926	Pending	10/26/2022	N/A	[Download Icon] [Print Icon]

A search bar labeled 'Search My Work Queue' is located at the top right of the table. Below the table, it indicates 'Results: 2'. A large black arrow points to the download icon in the 'Actions' column of the first row.

**Step 15:** Finally, click *Results.zip* to download and open your document(s).



The screenshot shows the same 'My Orders Work Queue' page, but with a modal open on the right side. The modal is titled 'Copy Request Business Orders' and shows 'Available Downloads' for the selected order. The downloads listed are:

- Form 10/26/2022
- Results.zip 10/26/2022
- Receipt 10/26/2022

A large black arrow points to the 'Results.zip' download button. The table in the background remains the same as in the previous screenshot.