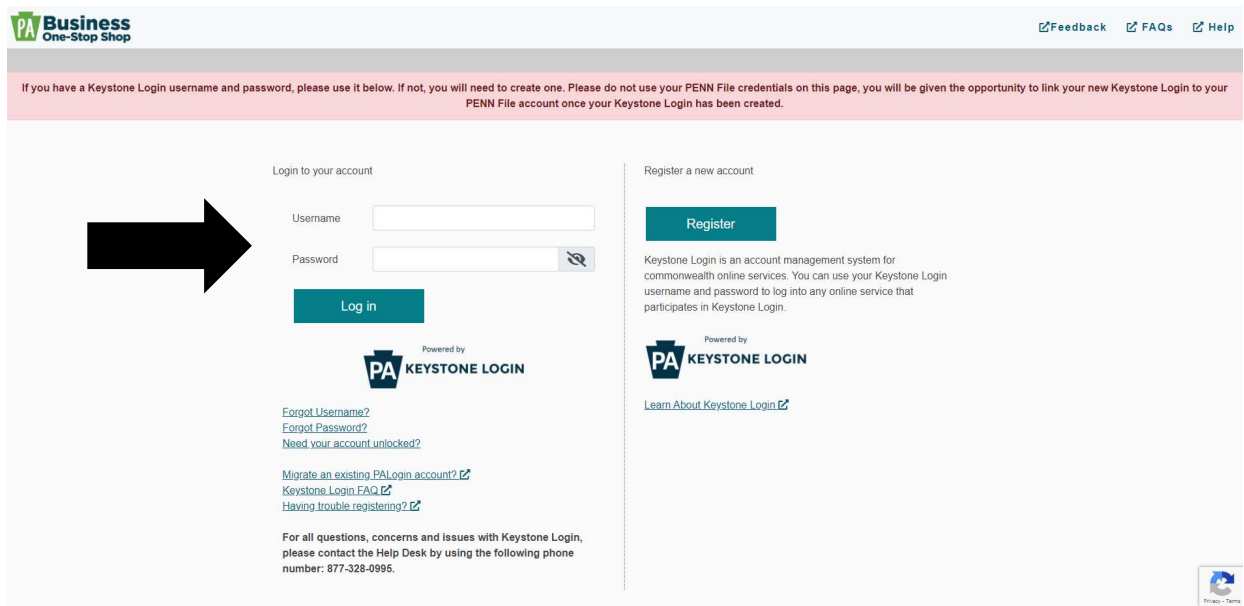![PA Business One-Stop Shop logo]

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*.

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

Step 3: Click *Search*.

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Step 4: Type in your business name and click the *Search icon*.
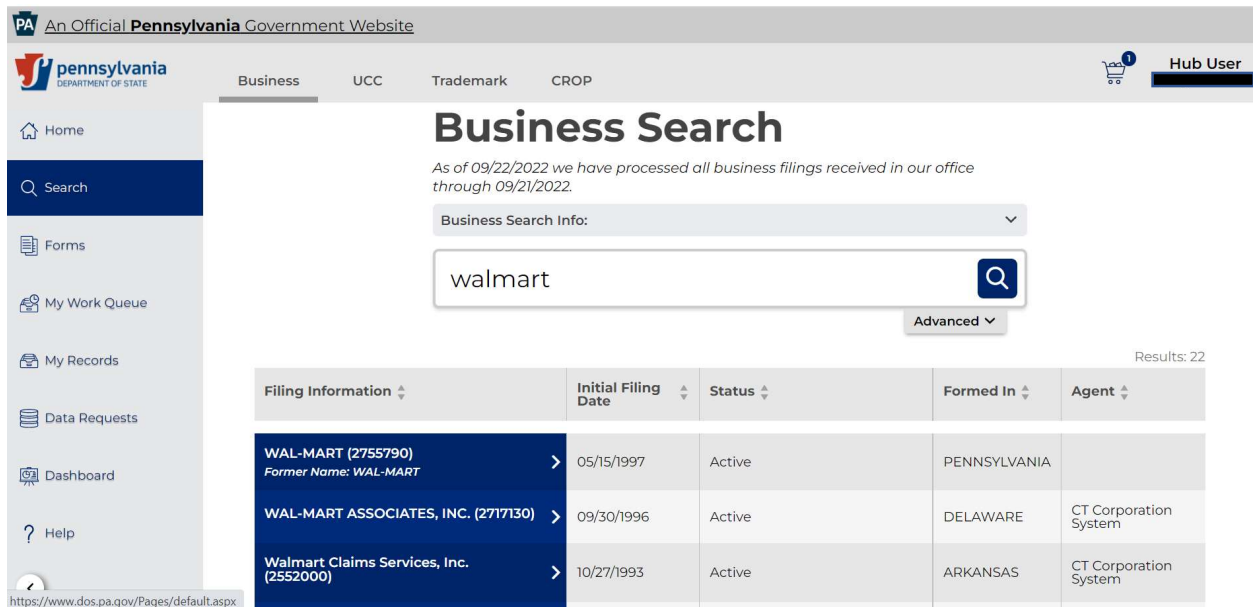
Step 5: Click *your business name* in the search results.

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Step 6: Click *Request Certificate.*

Step 7: Click *Next Step*.

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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*.

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

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Step 10: Click *Submit*.

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

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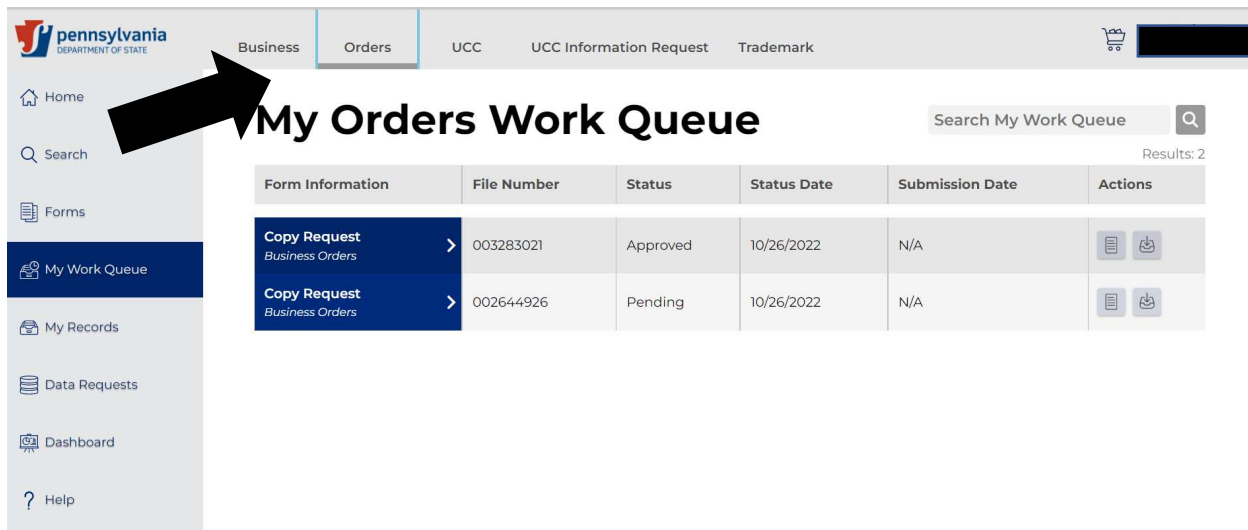
Step 13: Click *Orders* at the top to view your pending and available orders.

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

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