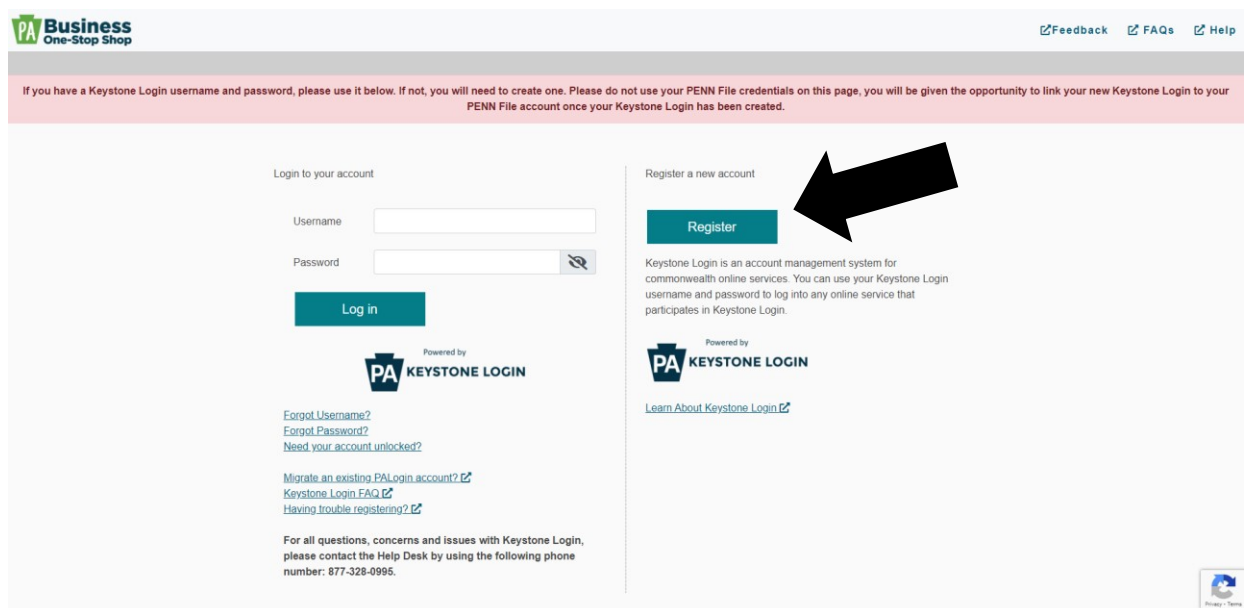


## How to Register for a User Account in the Business Hub

**Purpose:** Use this guide for assistance with creating a new user account in the Business One-Stop Shop Hub. **NOTE:** You must create an account in the Business One-Stop Shop Hub to login to the Department of State's Business Filing Services system.

**Step 1:** Go to <https://hub.business.pa.gov>. Click *Register*. **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*. If you do not already have a Keystone Login, click the *Register* button on the right side of the screen.



PA Business One-Stop Shop

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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

Username

Password

[Log in](#)

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


Register a new account

[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.

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## How to Register for a User Account in the Business Hub

**Step 2:** Complete all fields. The username should be between 6 and 64 characters and can **NOT** contain any spaces or certain special characters. The password must be between 12 and 128 characters in length and can **NOT** contain any part of your username or your first and last name. The password must also pass three of the four following rules: one uppercase letter, one lowercase letter, one number, and one special character (i.g.: !, #, %, ^, etc.).

### Register

#### Account Information

Username \*

Password \*

Confirm Password \*

The username should be between 6 and 64 characters and should not contain any spaces and some special characters .

The password must pass these rules:

- ☐ Must be between 12 to 128 characters in length.
- ☐ Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- ☐ One uppercase letter.
- ☐ One lowercase letter.
- ☐ One numeric number.
- ☐ One non-character (such as !, #, %, ^, etc.).

Password Strength:

## How to Register for a User Account in the Business Hub

**Step 3:** Select three different security questions. **NOTE:** Each question must have a unique answer. Click *Submit*.

Security Question 1 \*

Select Security Question

Security Answer 1 \*

Security Question 2 \*

Select Security Question

Security Answer 2 \*

Security Question 3 \*

Select Security Question

Security Answer 3 \*

Submit

Cancel

## How to Register for a User Account in the Business Hub

**Step 4:** After successfully creating your account you will be directed back to the Login screen. Enter your newly created username and password. Click *Log in*.

The screenshot shows the PA Business One-Stop Shop login and registration interface. At the top, the PA Business One-Stop Shop logo is on the left, and links for Feedback, FAQs, and Help are on the right. A pink banner contains a message about Keystone Login and PENN File accounts. The main content area is divided into two columns. The left column, titled 'Login to your account', features input fields for Username and Password, a 'Log in' button, and links for 'Forgot Username?', 'Forgot Password?', 'Need your account unlocked?', 'Migrate an existing PALogin account?', 'Keystone Login FAQ', and 'Having trouble registering?'. Below these links is contact information for the Help Desk. The right column, titled 'Register a new account', features a 'Register' button, a description of Keystone Login, a 'Learn About Keystone Login' link, and the 'Powered by PA KEYSTONE LOGIN' logo. A large black arrow points to the 'Log in' button in the left column.

PA Business One-Stop Shop

Feedback FAQs Help

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Login to your account

Username

Password

**Log in**

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[Forgot Username?](#)  
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**Register**

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[Learn About Keystone Login](#)

## How to Register for a User Account in the Business Hub

**Step 5:** Verify your email by entering the one-time passcode sent to the email address used to register. *Click Verify.* **NOTE:** You can also click the link in the PA Business One-Stop Hub welcome email.

### Verify your email

Account can be verified either by one-time passcode (OTP) or from the verification email sent at the time of registration.

We've sent an OTP to [REDACTED]

Enter your one-time passcode

[Resend OTP](#)



If you do not receive an email with your one-time passcode within a few minutes, please verify your email address via the Keystone Login site:

<https://keystonelogin.pa.gov>


Additional assistance with your login is available through the Keystone Login Help Desk. The help desk can be reached by phone at 877-328-0995 or by email at [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com).


## How to Register for a User Account in the Business Hub


**Step 6:** Select the purpose of your visit by clicking the proper box. **NOTE:** This can always be changed later.


### Choose the purpose of your visit.

This will set your role in the application. Your role can be changed at any time from the navigation links on the top.

 Business Owner

 Business Associate

 Practitioner

 Lookup Services

- **Business Owner:** Select this user role if you are a business owner maintaining your own business. There can be multiple business owners associated with a given business. There can be multiple businesses associated with your account.
- **Business Associate:** Select this role if you are working on behalf of a business, such as business manager, administrative assistant, office manager, etc. There can be multiple business associate accounts associated with a business.
- **Practitioner:** Select this user role if you are a practitioner, such as an attorney or accountant, working on behalf of a business owner. There can be multiple practitioner accounts associated with a business and each practitioner account can be associated with multiple businesses.
- **Lookup Services:** Select this user role if you do not need a Business One-Stop Shop account to maintain a business, but need to perform other actions such as UCC and subsistence certificate requests.

## How to Register for a User Account in the Business Hub

**Step 7:** You now have access to the Business Hub. **NOTE:** You can change your role at any time by clicking the *Role* button at the top right of the page.

