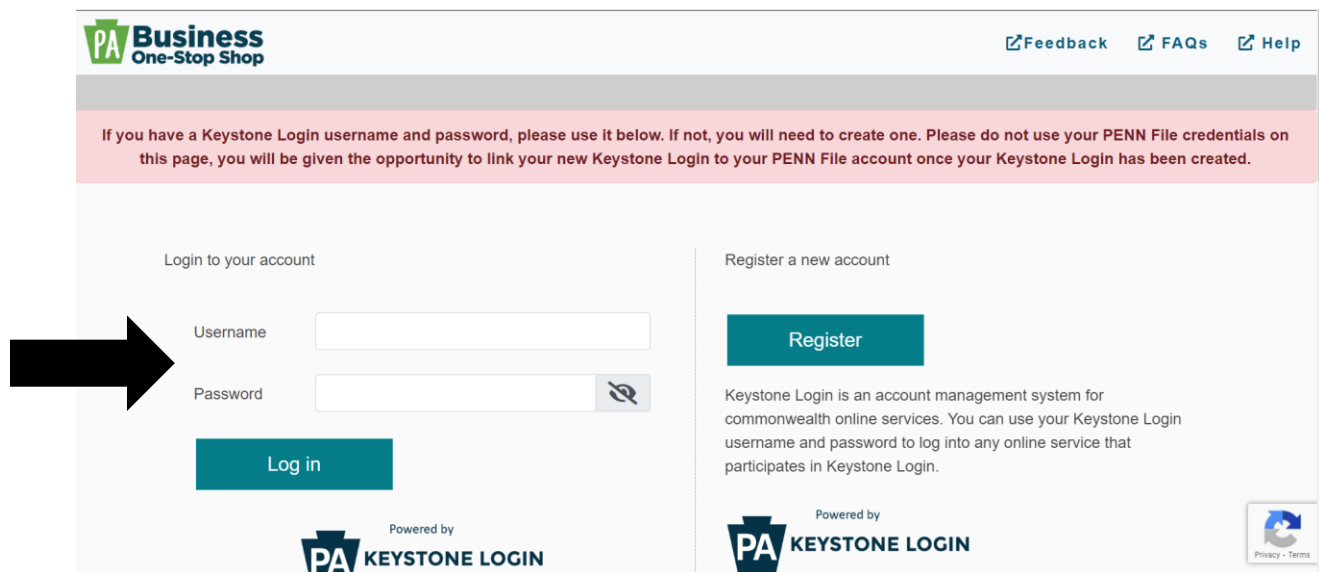


How to Amend/Close an Existing Business in Business Filing Services

Purpose: Use this guide to amend/close an existing business in Pennsylvania (e.g., Change of Registered Office, Business Name Change, Certificate of Termination, Articles of Dissolution, Voluntary Termination/Dissolution, etc.).

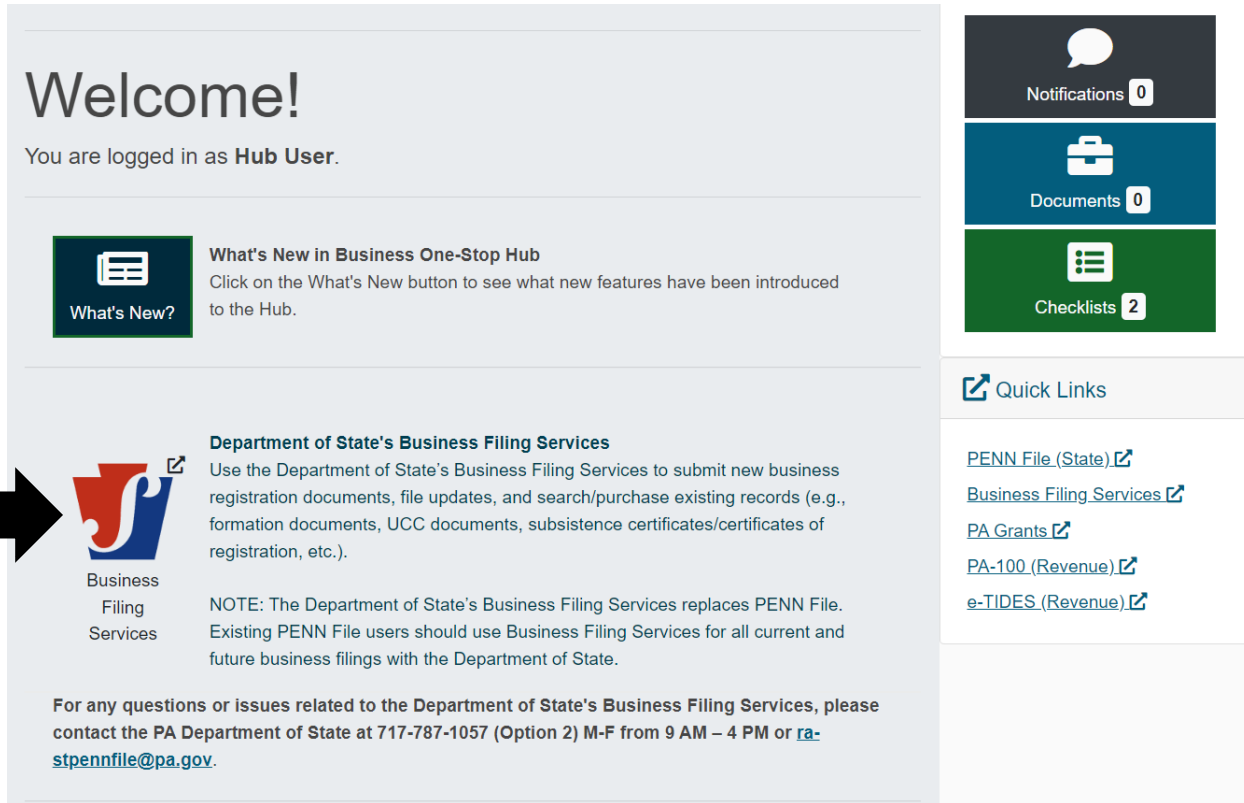
Step 1: Go to <https://hub.business.pa.gov>. Enter your username and password. Click *Log in*. New users should register for an account by clicking the *Register* button on the right. [Click here](#) for additional assistance with registering as a new user in the Hub. **NOTE:** The Business Hub utilizes 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, there is a header with the PA Business One-Stop Shop logo on the left and links for Feedback, FAQs, and Help on the right. Below the header is a pink banner with a message: "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." The main content area is divided into two columns. The left column is titled "Login to your account" and contains fields for Username and Password, a "Log in" button, and a "Powered by PA KEYSTONE LOGIN" logo at the bottom. A large black arrow points to the Username field. The right column is titled "Register a new account" and contains a "Register" button, a description of Keystone Login, and a "Powered by PA KEYSTONE LOGIN" logo at the bottom. A "Privacy - Terms" link is also visible in the bottom right corner.

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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. On the left, a large black arrow points to the "Business Filing Services" logo, which consists of a red and blue stylized 'S' shape. The dashboard includes a "Welcome!" message, a "What's New" section, and a "Department of State's Business Filing Services" section. On the right, there are "Notifications", "Documents", and "Checklists" counts, along with a "Quick Links" section.

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.

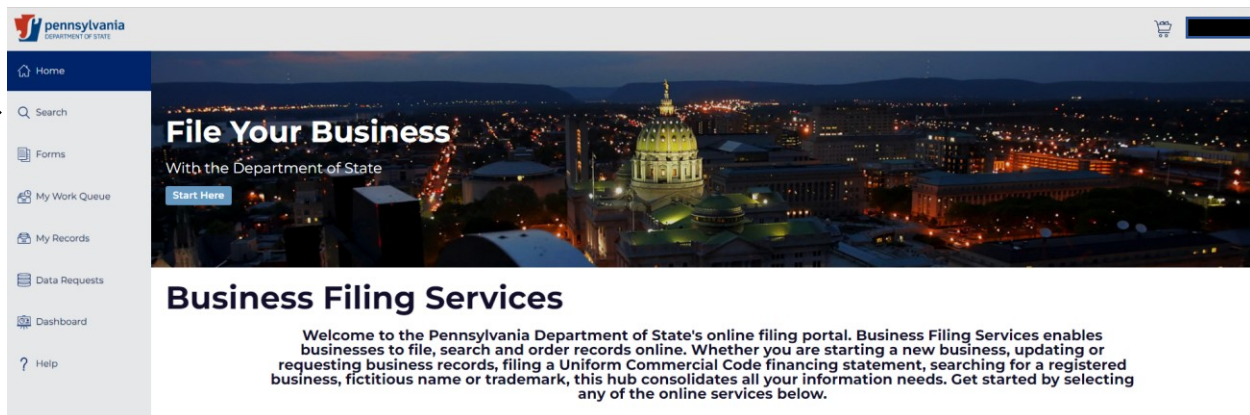
Department of State's Business Filing Services
Use the Department of State's Business Filing Services to submit new business registration documents, file updates, and search/purchase existing records (e.g., formation documents, UCC documents, subsistence certificates/certificates of registration, etc.).

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 [a-stpennfile@pa.gov](mailto:stpennfile@pa.gov).

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

Step 3: Click *Search*.



The screenshot shows the Pennsylvania Department of State's 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 and a "Business Filing Services" section.

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.

How to Amend/Close an Existing Business in Business Filing Services

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

PA An Official Pennsylvania Government Website

pennsylvania DEPARTMENT OF STATE

Business UCC Trademark CROP

Home

Search

Forms

My Work Queue

My Records

Data Requests

Dashboard


Help

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

Business Search

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

Business Search Info: ▾

walmart 

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

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

PA An Official Pennsylvania Government Website

pennsylvania DEPARTMENT OF STATE

Business UCC Trademark CROP

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Walmart Claims Services, Inc. (2552000)	10/27/1993	Active	ARKANSAS	CT Corporation System

How to Amend/Close an Existing Business in Business Filing Services

Step 5: Scroll down and click *Request Access*.

Business Search

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Business Search Info:

walmart

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.	10/27/2007	Active	ADVANCE	CT Corporation

View History

Request Access

Step 6: Check the two verification boxes and click *Request Pin*. **NOTE:** The PIN will be a combination of letters and numbers.

Business Search

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

Business Search Info:

walmart

Results: 22

Click **Request PIN** to have a new PIN sent to the account holder's email address on file.

You must check both boxes below to proceed

☒ I hereby certify I am authorized to request access to this account on behalf of the business entity to which this request pertains.

☒ I hereby certify the account from which I am requesting access to this entity is my account, an authorized account for an employee of this entity, or the account of an authorized third party preparer for the entity.

Request PIN

How to Amend/Close an Existing Business in Business Filing Services

Step 7: Retrieve the PIN from your email, click *Input PIN*, enter your PIN, and click *Get Access*.

The screenshot shows the Pennsylvania Business Search interface. A modal window is displayed in the center, titled "You must check both boxes below to proceed". It contains two checkboxes, both of which are checked:

- ☒ I hereby certify I am authorized to utilize this PIN to associate this business entity to my user account.
- ☒ I hereby certify the account to which I am associating this entity is my account, an authorized account for an employee of this entity, or the account of an authorized third party preparer for the entity.

Below the checkboxes is a text input field labeled "Enter PIN" and a blue button labeled "Get Access". A large black arrow points from the "Get Access" button towards the right side of the screen. In the background, the "Business Search" results for "walmart" are visible, showing a table with columns for Business Name, Date, Status, and Location. The first row shows "WAL-MART (2755790)" with a former name of "WAL-MART".

Step 8: After successfully entering your PIN you will see the following screen. Click the "X" to close the Manage User Access screen.

The screenshot shows the "Manage User Access" interface. A modal window is displayed in the center, titled "Manage User Access". It contains a table with the following data:

User	Status	Date	Actions
Hub User	Accepted	09/22/2022	Revoke

A large black arrow points from the "X" button in the top right corner of the modal window towards the right side of the screen. In the background, the "Manage User Access" screen is visible, showing a list of users and their status.

How to Amend/Close an Existing Business in Business Filing Services

Step 9: Click *File Amendment* to select the necessary form and follow the screen prompts to complete and pay electronically.

Business Search

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Business Search Info:

walmart

Advanced

Results: 22

Filing Information	Initial Filing Date	Status	Formed In	Agent
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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

Walmart Claims Services, Inc. (2552000)

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 10: Once submitted, you can view the status of your filing and access the processed documents within *My Work Queue*. **NOTE:** Make sure you check *My Business Work Queue* by clicking *Business* in the submenu at the top (highlighted in yellow below).

My Business Work Queue

Results: 1

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