![PA Business One-Stop Shop logo]

How to Store Documents in the Business Hub

Purpose: Use this guide to conveniently save documents in the Business One-Stop Shop Hub. **NOTE:** You **MUST** have an acti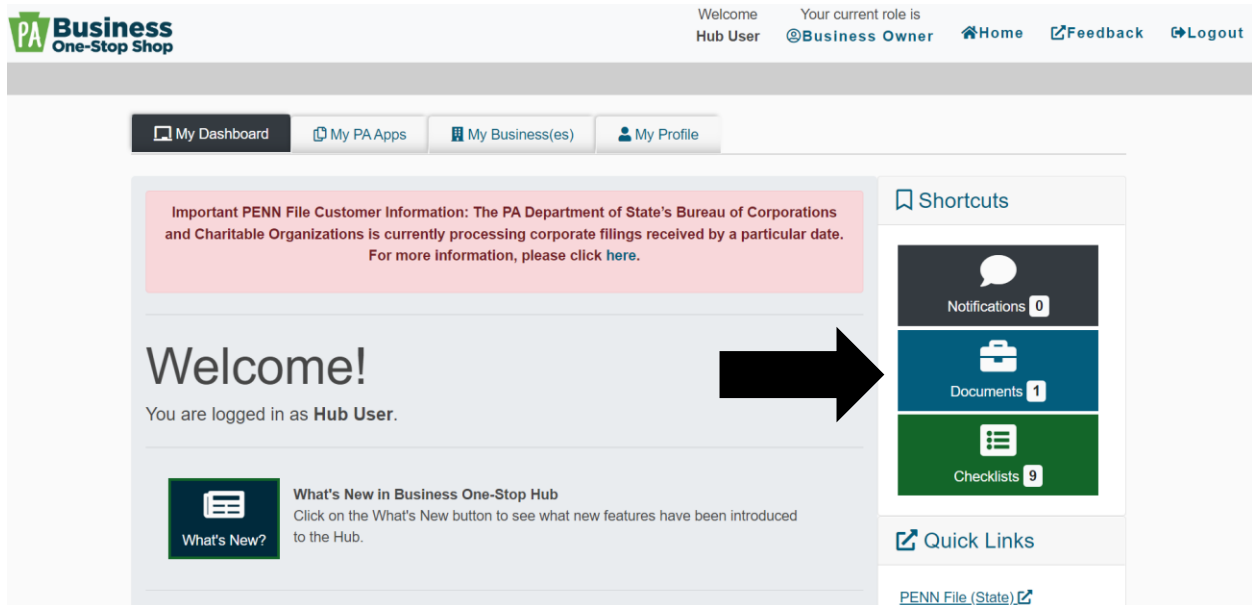ve business in the My Business tab to complete this process. **This process does <u>NOT</u> officially submit documents to the Department of State for review.**

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*.
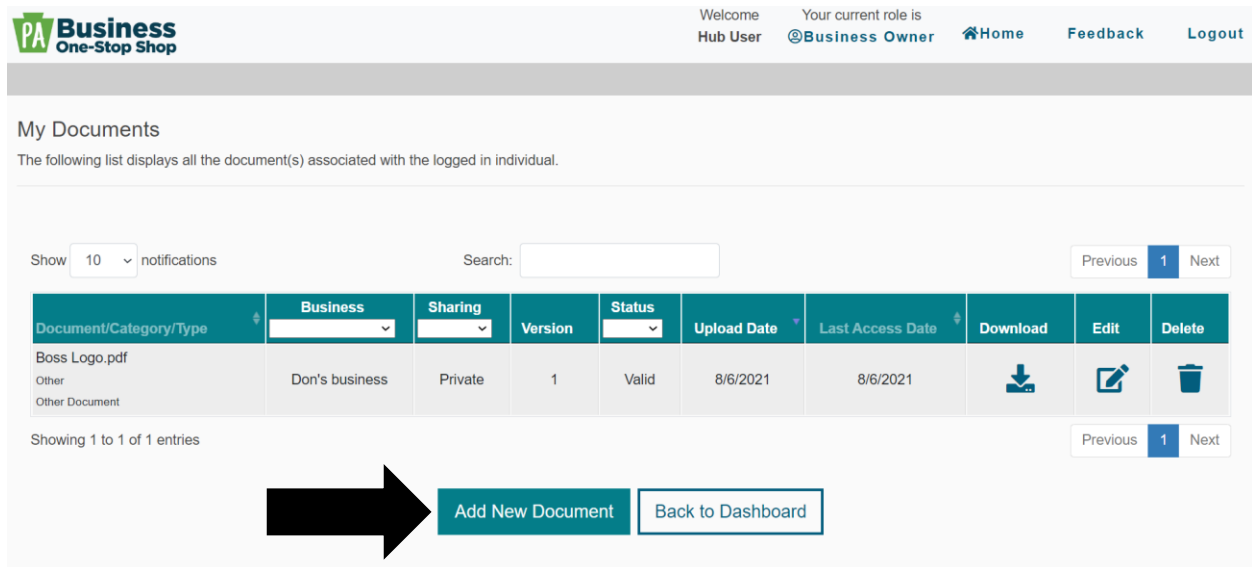
![PA Business One-Stop Shop logo]

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Step 2: Click the *Documents* shortcut.

Step 3: Click the *Add New Document* button at the bottom of the screen.

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Step 4: *Drop a File* or click *Browse* to select a document.

Listed are the only acceptable document file types which can be uploaded: PDF, JPG, PNG and TIFF

Category	Select Category
Document Type	Select Document Type
Business Name	Select Business
Version Number	1
Sharing ❓	Select Sharing

Save   Cancel

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Step 6: Select applicable choices in the drop-down menus of the Category, Document Type, Business Name, and Sharing options. Then click *Save*. **NOTE:** You **MUST** have an active business profile in the My Business tab to complete this step.

Listed are the only acceptable document file types which can be uploaded: PDF, JPG, PNG and TIFF

    Drop a file here or browse to upload

Category	Select Category
Document Type	Select Document Type
Business Name	Select Business
Version Number	1
Sharing ❓	Select Sharing

Save   Cancel

Step 7: The Document is now stored in your Hub Documents.

My Documents

The following list displays all the document(s) associated with the logged in individual.

Document uploaded successfully

Show [10 ▾] notifications   Search: [ ]   Previous [1] Next

Document/Category/Type	Business	Sharing	Version	Status	Upload Date	Last Access Date	Download	Edit	Delete
Boss Logo.pdf Other Other Document	Don's business	Private	1	Valid	8/6/2021	8/6/2021	⬇	✏	🗑
Department of State.pdf Department of State CERTIFICATION of ORGANIZATION - LLC [DSCB:15-8821]	Hub Business LLC	Private	1	Valid	8/1/2022	8/1/2022	⬇	✏	🗑

Showing 1 to 2 of 2 entries   Previous [1] Next

Add New Document   Back to Dashboard