

## 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 active business in the My Business tab to complete this process.

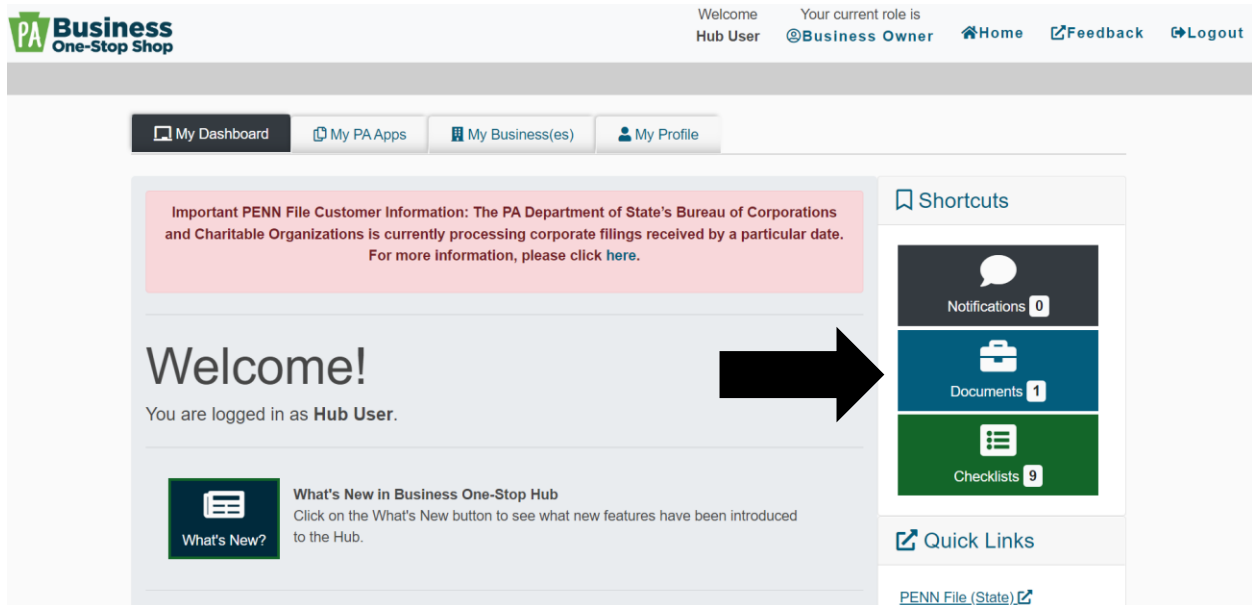
**This process does NOT officially submit documents to the Department of State for review.**

**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*.

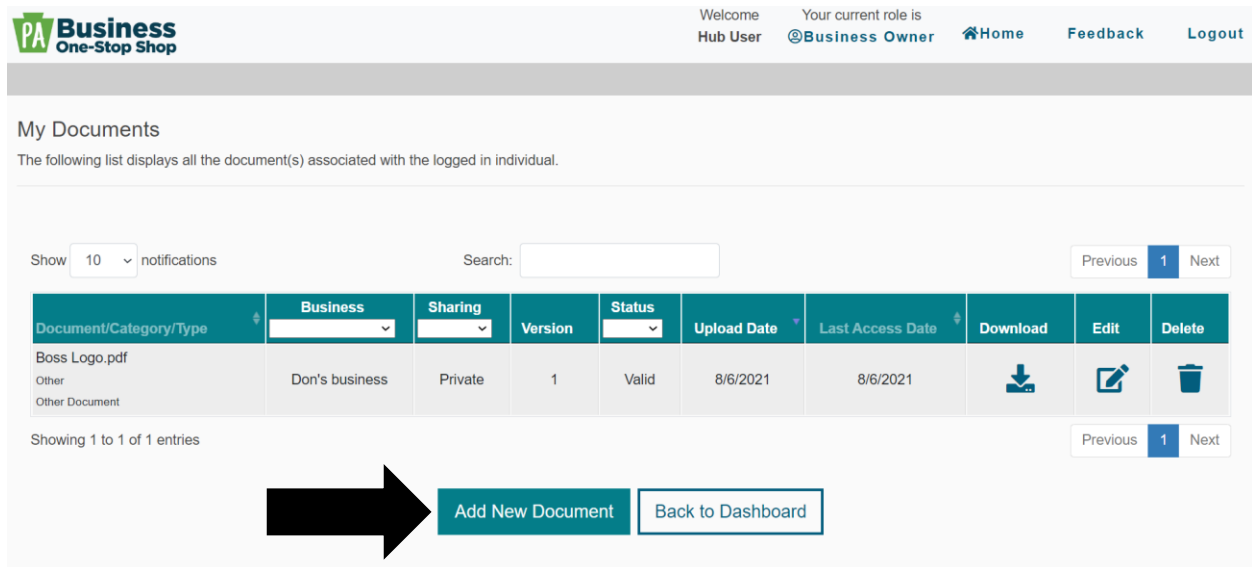
The screenshot shows the PA Business One-Stop Shop login and registration interface. At the top left is the logo, and at the top right are links for Feedback, FAQs, and Help. A pink banner below the header contains a message: "If you have a Keystone Login username and password, please use it below. If 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 page is divided into two main sections: "Login to your account" on the left and "Register a new account" on the right. The login section includes fields for Username and Password, a "Log in" button, and links for "Forgot Username?", "Forgot Password?", "Need your account unlocked?", "Migrate an existing PLogin account?", "Keystone Login FAQ", and "Having trouble registering?". Below these links is contact information for the Help Desk. The registration section features a "Register" button, a brief description of Keystone Login, and a link to "Learn About Keystone Login". A "Privacy Notice" icon is located in the bottom right corner.

## How to Store Documents in the Business Hub

**Step 2:** Click the *Documents* shortcut.



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



## How to Store Documents in the Business Hub

**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


Drop a file here or [browse to upload](#)

Category

Document Type

Business Name

Version Number

Sharing 

## How to Store Documents in the Business Hub

**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 <small>Other Other Document</small>	Don's business	Private	1	Valid	8/6/2021	8/6/2021			
Department of State.pdf <small>Department of State CERTIFICATION of ORGANIZATION - LLC [DSCB-15-8821]</small>	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