

## How to Register a New Business in Business Filing Services

**Purpose:** Use this guide to register a new business in Pennsylvania (e.g., LLCs, Corporations, Fictitious Names, Partnerships, 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*.

PA Business One-Stop Shop [Feedback](#) [FAQs](#) [Help](#)

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

Register a new account

Username

Password

[Log in](#)

[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.

Powered by PA KEYSTONE LOGIN

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[Privacy - Terms](#)

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

**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, amendments, UCC documents, annual reports, 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 [rapennfile@pa.gov](mailto:rapennfile@pa.gov).

**Notifications** 0

**Documents** 0

**Checklists** 2

**Quick Links**

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

**Step 3:** Click *Forms*.

**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.

Home

Search

**Forms**

My Work Queue

My Records

Data Requests

Dashboard

Help

Hub User

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**Step 4:** Select the necessary form and follow the screen prompts to complete and pay electronically (e.g., Select *Certificate of Organization Limited Liability Company* to register an LLC). **NOTE:** Scroll down to see all available forms.

**Step 5:** 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).

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	