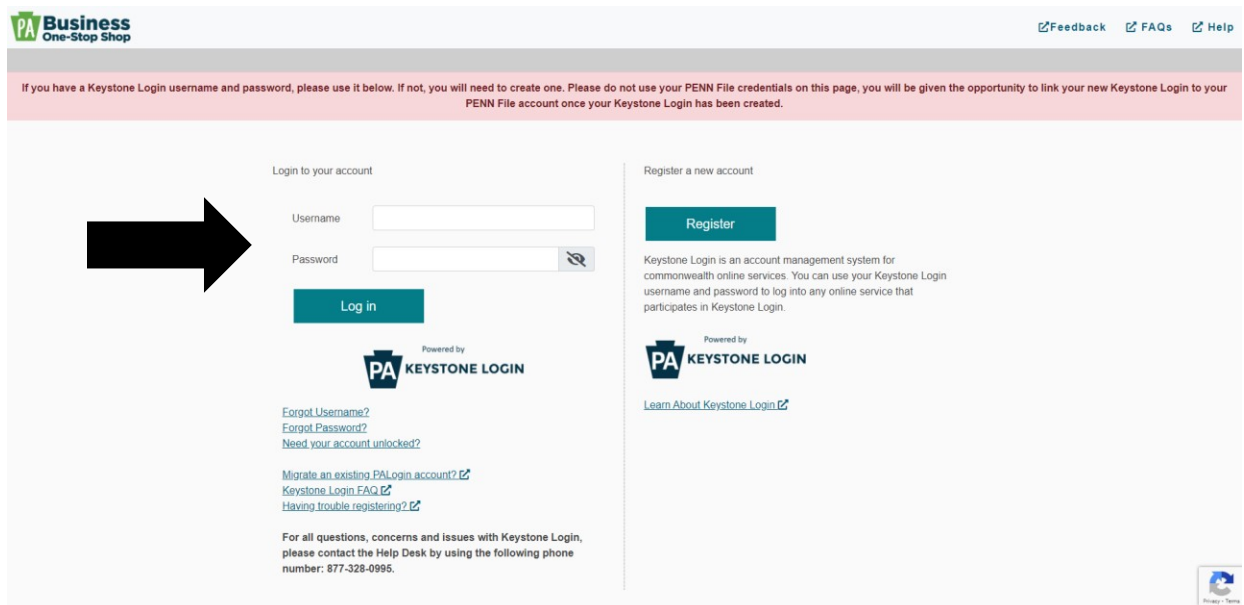


How to Create a Business Profile in the Business Hub

Purpose: Use this guide to create a business profile in the Business One-Stop Shop Hub for your new or existing business. **NOTE: This does NOT officially register your business with the Department of State.**

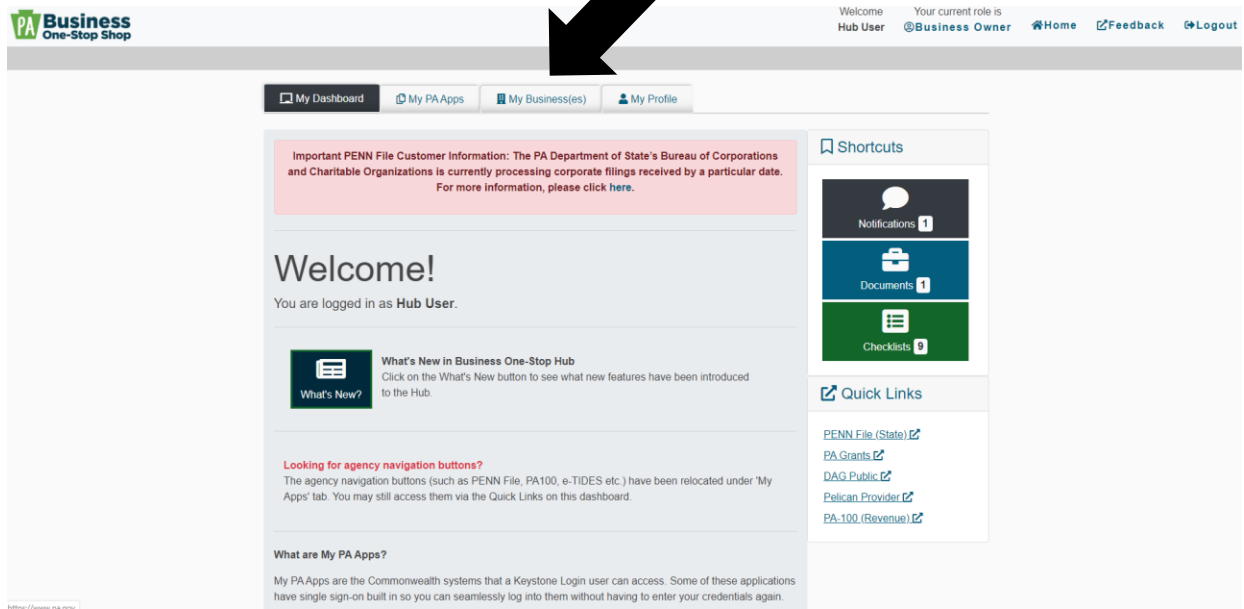
Step 1: Go to <https://hub.business.pa.gov>. Enter your username and password. Click *Log in*. New users should register for an account by clicking the *Register* button on the right. [Click here](#) for additional assistance with registering as a new user in the Hub. **NOTE:** The Business Hub utilizes 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, the logo and navigation links (Feedback, FAQs, Help) are visible. A pink banner provides instructions for users with or without Keystone Login credentials. 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 PAM login account?', 'Keystone Login FAQ', and 'Having trouble registering?'. The right column, titled 'Register a new account', features a 'Register' button and a brief explanation of Keystone Login. Both columns are powered by Keystone Login, with a 'Learn About Keystone Login' link in the right column. A small 'Privacy - Terms' link is at the bottom right.

How to Create a Business Profile in the Business Hub

Step 2: Click the *My Business(es)* tab.



Welcome Hub User Your current role is @Business Owner Home Feedback Logout

My Dashboard My PA Apps **My Business(es)** My Profile

Important PENN File Customer Information: The PA Department of State's Bureau of Corporations and Charitable Organizations is currently processing corporate filings received by a particular date. For more information, please click [here](#).

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.

Looking for agency navigation buttons?
The agency navigation buttons (such as PENN File, PA100, e-TIDES etc.) have been relocated under 'My Apps' tab. You may still access them via the Quick Links on this dashboard.

What are My PA Apps?
My PA Apps are the Commonwealth systems that a Keystone Login user can access. Some of these applications have single sign-on built in so you can seamlessly log into them without having to enter your credentials again.

Shortcuts

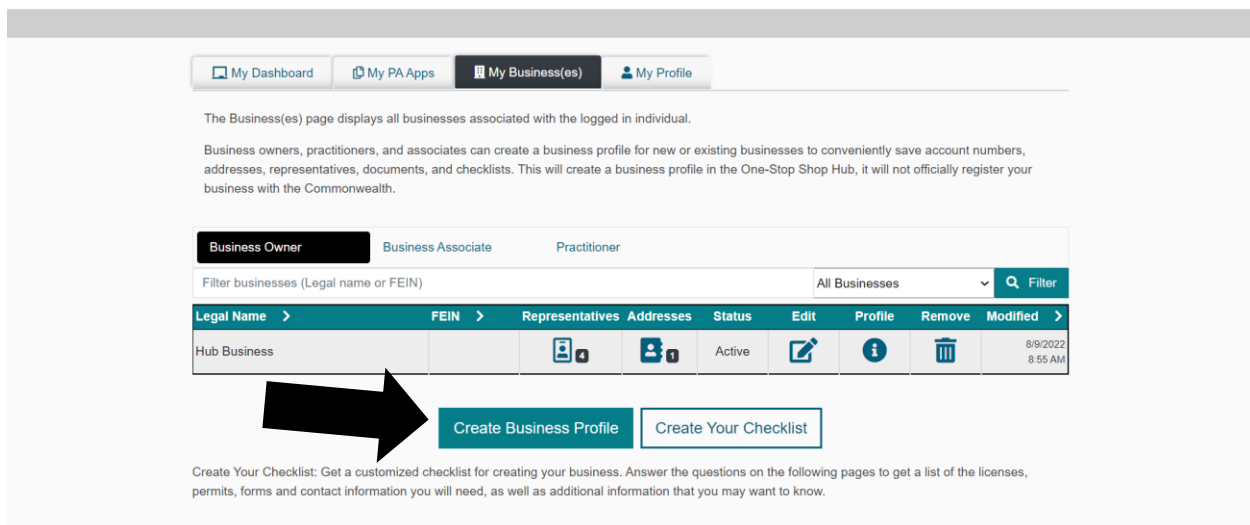
- Notifications 1
- Documents 1
- Checklists 3

Quick Links

- [PENN File \(State\)](#)
- [PA Grants](#)
- [DAG Public](#)
- [Pelican Provider](#)
- [PA-100 \(Revenue\)](#)

<https://www.pa.gov>

Step 3: Click the *Create Business Profile* button at the bottom of the screen. **NOTE:** This is for both new and existing businesses.



The Business(es) page displays all businesses associated with the logged in individual.

Business owners, practitioners, and associates can create a business profile for new or existing businesses to conveniently save account numbers, addresses, representatives, documents, and checklists. This will create a business profile in the One-Stop Shop Hub, it will not officially register your business with the Commonwealth.

Business Owner Business Associate Practitioner

Filter businesses (Legal name or FEIN) All Businesses Filter

Legal Name >	FEIN >	Representatives	Addresses	Status	Edit	Profile	Remove	Modified >
Hub Business				Active				8/9/2022 8:55 AM

Create Business Profile Create Your Checklist

Create Your Checklist: Get a customized checklist for creating your business. Answer the questions on the following pages to get a list of the licenses, permits, forms and contact information you will need, as well as additional information that you may want to know.

How to Create a Business Profile in the Business Hub

Step 4: Complete the required fields and click *Save & Continue* at the bottom of the screen.

NOTE: To have an active business profile, there must be a phone number, address, and business owner or associate.

Step 1 : Business Details		Step 2 : Address(es)		Step 3 : Representative(s)	
Add New Business					
Legal Name *	<input type="text"/>	Fictitious Name	<input type="text"/>		
Dept of State Entity Number	<input type="text"/>	FEIN	<input type="text"/>		
	<small>This should be added when received from DOS</small>		<small>FEIN should be added when received from the IRS</small>		
Primary Phone *	<input type="text"/>	Secondary Phone	<input type="text"/>		
Business Activity	<input type="text"/>				
Business Structure *	<input type="text" value="Please select a business structure"/>	Email	<input type="text"/>		
Date of Registration	<input type="text" value="mm/dd/yyyy"/>	Date of First Operation	<input type="text" value="mm/dd/yyyy"/>		
Date of First Operation in PA	<input type="text" value="mm/dd/yyyy"/>				
Notes	<input type="text"/>				
		Save & Continue		Back to My Business(es)	

Step 5: Enter your business address and click *Save & Continue*. You will then be prompted to verify the address against USPS records. **NOTE:** You can choose a suggested address or use the address as entered.

Step 1 : Business Details		Step 2 : Address(es)		Step 3 : Representative(s)	
Legal Name	Hub Business LLC	Date of Registration			
Date of First Operation		Date of First Operation in PA			
Business Structure	Domestic Limited Liability Company	Status	Business Draft		
Fictitious Name					

Add New Address

Address Type *

Street *

City


State *

Zip *

Save & Continue
[Back to Address\(es\)](#)
[Back to Step 1](#)
[Back to My Business\(es\)](#)
[Back to Dashboard](#)

How to Create a Business Profile in the Business Hub

Step 6: The address is now added. You can add another address by clicking *Add New Address* and repeating step 5 **OR** you can proceed by clicking *Save & Continue*.








Welcome
Hub User
Your current role is
@Business Owner
[Home](#)
[Feedback](#)
[Logout](#)

Step 1 : Business Details		Step 2 : Address(es)		Step 3 : Representative(s)	
Legal Name	Hub Business LLC	Date of Registration			
Date of First Operation		Date of First Operation in PA			
Business Structure	Domestic Limited Liability Company				
Fictitious Name		Status	Business Draft		

Hub Business LLC Address(es)

Type	Address	Municipality	Edit	Remove From List
Business Location	401 North St Harrisburg, PA 17101	HARRISBURG CITY		

**Note : Business should have at least one active address.*


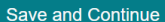



Step 7: You will be automatically added as a Representative under your current role. If there are other representatives (e.g., other owners, practitioners, or associates) you can add them at this time by clicking *Add Representative*. If there are no other representatives to add, click *Save & Continue*. **NOTE:** You have the option to add additional representatives later by editing the business profile.

Step 1 : Business Details		Step 2 : Address(es)		Step 3 : Representative(s)	
Legal Name	Hub Business LLC	Date of Registration			
Date of First Operation		Date of First Operation in PA			
Business Structure	Domestic Limited Liability Company				
Fictitious Name		Status	Business Draft		

Hub Business LLC Representative(s)

Name	Email	Type	Position Title	Access	Send Invitation	Invitation Status	Edit	Remove From List
Hub User		Owner	Other	Full Access	Not Applicable			

Business should have at least one owner or a business associate.
Add Representative: Add owners, associates, accountants, or attorneys working on behalf of the business.

How to Create a Business Profile in the Business Hub

Step 8: The Business Profile is now created and active.

My Dashboard

My PA Apps

My Business(es)

My Profile

The Business(es) page displays all businesses associated with the logged in individual.

Business owners, practitioners, and associates can create a business profile for new or existing businesses to conveniently save account numbers, addresses, representatives, documents, and checklists. This will create a business profile in the One-Stop Shop Hub, it will not officially register your business with the Commonwealth.

Business Owner






Business Associate

Practitioner

Filter businesses (Legal name or FEIN)

All Businesses

Filter

Legal Name	FEIN	Representatives	Addresses	Status	Edit	Profile	Remove	Modified
Hub Business		 4	 1	Active				8/9/2022 8:55 AM

Create Business Profile

Create Your Checklist

Create Your Checklist: Get a customized checklist for creating your business. Answer the questions on the following pages to get a list of the licenses, permits, forms and contact information you will need, as well as additional information that you may want to know.