

## 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*.

The screenshot shows the Business Filing Services interface. At the top left is the PA Business One-Stop Shop logo. At the top right are links for Feedback, FAQs, and Help. A pink banner 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." Below this banner are two columns. The left column, titled "Login to your account", has fields for Username and Password, a "Log in" button, and a "Powered by PA KEYSTONE LOGIN" logo. A large black arrow points to the Username field. The right column, titled "Register a new account", has a "Register" button, a paragraph of text explaining Keystone Login, and a "Powered by PA KEYSTONE LOGIN" logo. A "Privacy - Terms" link is 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.

**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.

The screenshot shows the Pennsylvania Business Filing Services website. The 'Business' tab is highlighted in yellow. The 'Forms' menu item in the left sidebar is highlighted with a blue bar and a black arrow pointing to it. The main content area displays several form categories:

- Corporation Initial Filings:**
  - Articles of Incorporation - For Profit
  - Articles of Incorporation - Nonprofit
  - Articles of Incorporation - Authority
  - Statement of Summary of Record
- Other Initial Filings:**
  - Certificate of Organization Limited Liability Company
  - Foreign Registration Statement
  - Registration of Limited Liability General Partnership or Certificate of Partnership Authority
  - Certificate of Limited Partnership
  - Business Trust Instrument
  - Unincorporated Nonprofit Association Appointment of Agent
- Name Registrations/Reservations:**
  - Registration of Name of

**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).

The screenshot shows the 'My Business Work Queue' page. The 'Business' tab is highlighted in yellow. The 'My Work Queue' menu item in the left sidebar is highlighted with a blue bar and a black arrow pointing to it. The main content area displays a table with one entry:

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	

A black arrow points to the 'Hub Business LLC' entry in the table.