How to Access the PA-100 Application

Purpose: Use this guide to access the PA-100 application and apply for business tax accounts.

Step 1: Go to www.pa100.state.pa.us. Review the tax accounts you can obtain by completing the PA-100. If you do not need any of the tax accounts listed, you do NOT need to complete the application. If you DO need one of the tax accounts listed, click Enter to proceed.
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**Step 2:** Existing PA-100 users should *Login* with their current information and skip to Step 8. New users should click *Register* and go to Step 3.
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Step 3: Review the e-Signature Agreement and click I Agree.

**e-Signature Agreement**

Please read the below listed terms. To continue, click the "I Agree" button.

By clicking on the "I Agree" button below, I:

- Agree to conduct transaction by electronic means with the Commonwealth of Pennsylvania (Commonwealth), and hereby apply for a User ID and Password for that purpose;

- Agree that my User ID and Password will be my electronic signature. When my User ID and Password are used to create, generate or send an electronic record or transaction, they will identify that record or transaction as mine;

- Agree that because an electronic record or transaction undertaken with my User ID and Password will be attributed to me, I must keep them secure. I will not disclose my User ID and Password to another person, and I will not allow another person to gain access to my User ID and Password;

- Agree that the laws of the Commonwealth will apply to all electronic transactions with the Commonwealth;

- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form and;

- Agree that the Commonwealth's place of business will be deemed to be in Harrisburg, Pennsylvania.

I declare under penalty of perjury that all of the information I have provided on this form is true, correct and complete. I acknowledge that false statements on this form are punishable pursuant to 18 PA. C.S.A. § 4904 (unsworn falsification to authorities).
**Step 4:** Input a User ID and Password according to the criteria. Click *Submit*.
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**Step 5:** Complete the required fields. Click *Submit*.

**Enter User Profile**

Please provide the following information for:

**User ID:** [Redacted]

- **First Name:**
- **Middle Initial:**
- **Last Name:**
- **Suffix:**
- **Business Name:**
- **Address 1:**
- **Address 2:**
- **City:**
- **State:** [Select] **Pennsylvania**
- **Zip Code:**
- **Country:** [Select] **United States of America**
- **Phone Number:**
  - **Phone Ext.:**
- **Email Address:**
- **Re-enter Email Address:**
- **Your Mother's Maiden Name:**
- **Your City of Birth:**

* Required Field

[Submit] [Cancel]
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**Step 6:** If your account was created successfully you will see the screen text as shown below. Click *Login*. **NOTE:** Before proceeding, check your email for the confirmation code needed for the next step.

**Step 7:** First, click the *Enter Confirmation Code* bubble. Next, enter the confirmation code from your email. Finally, click *Submit*. 
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**Step 8:** You now have access to the PA-100 Application. Click *Create Application* to get started. When you arrive at section 3 of the form, you will indicate the specific tax accounts for which you are applying before continuing through the rest of the form.