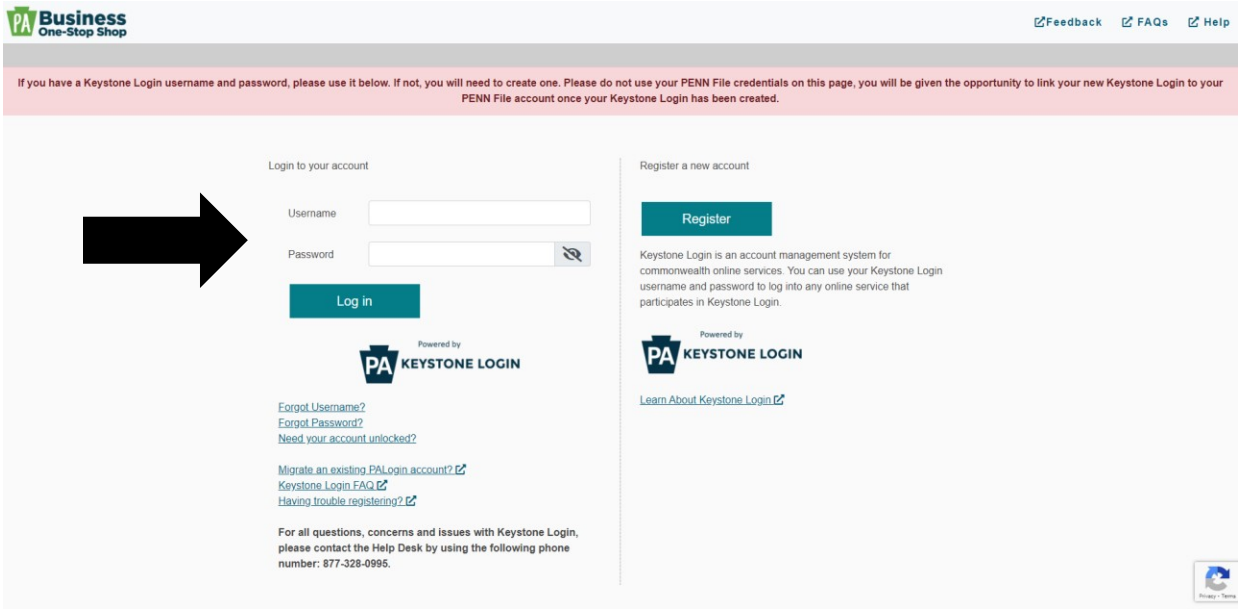
How to Store Documents in the Business Hub

Purpose: Use this guide to conveniently save documents in the Business 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*.



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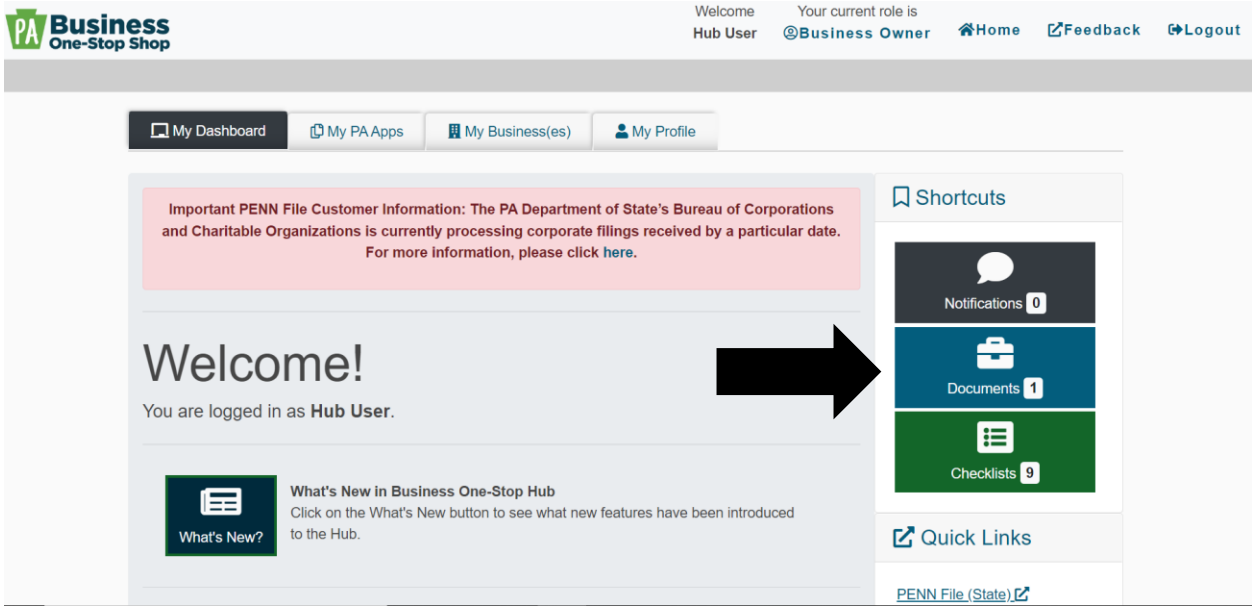
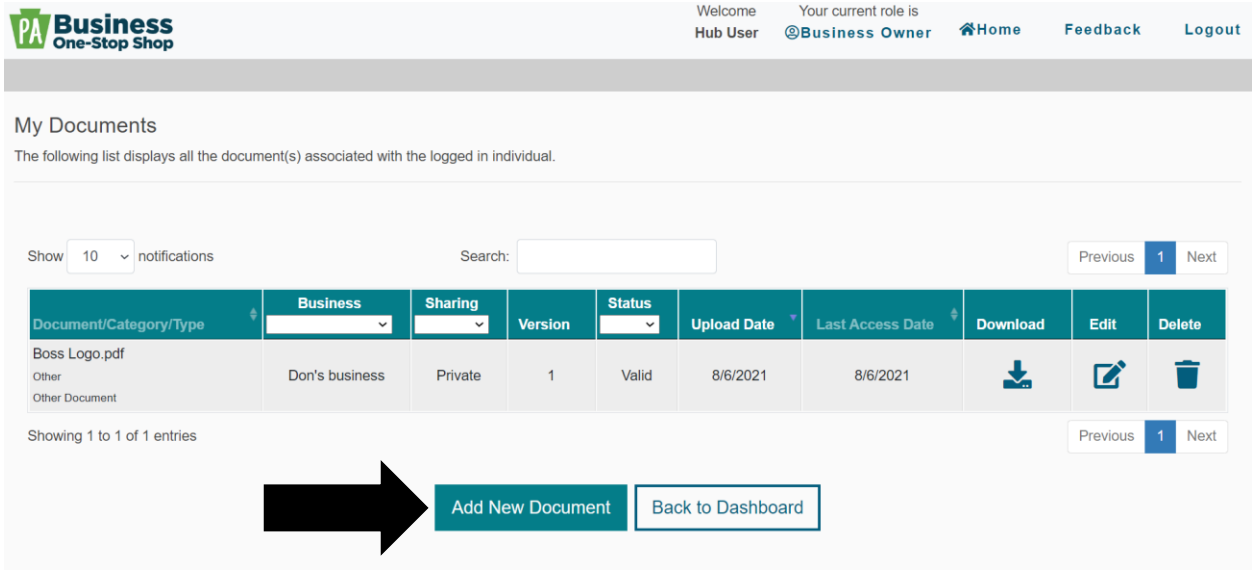
Step 2: Click the *Documents* shortcut.



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



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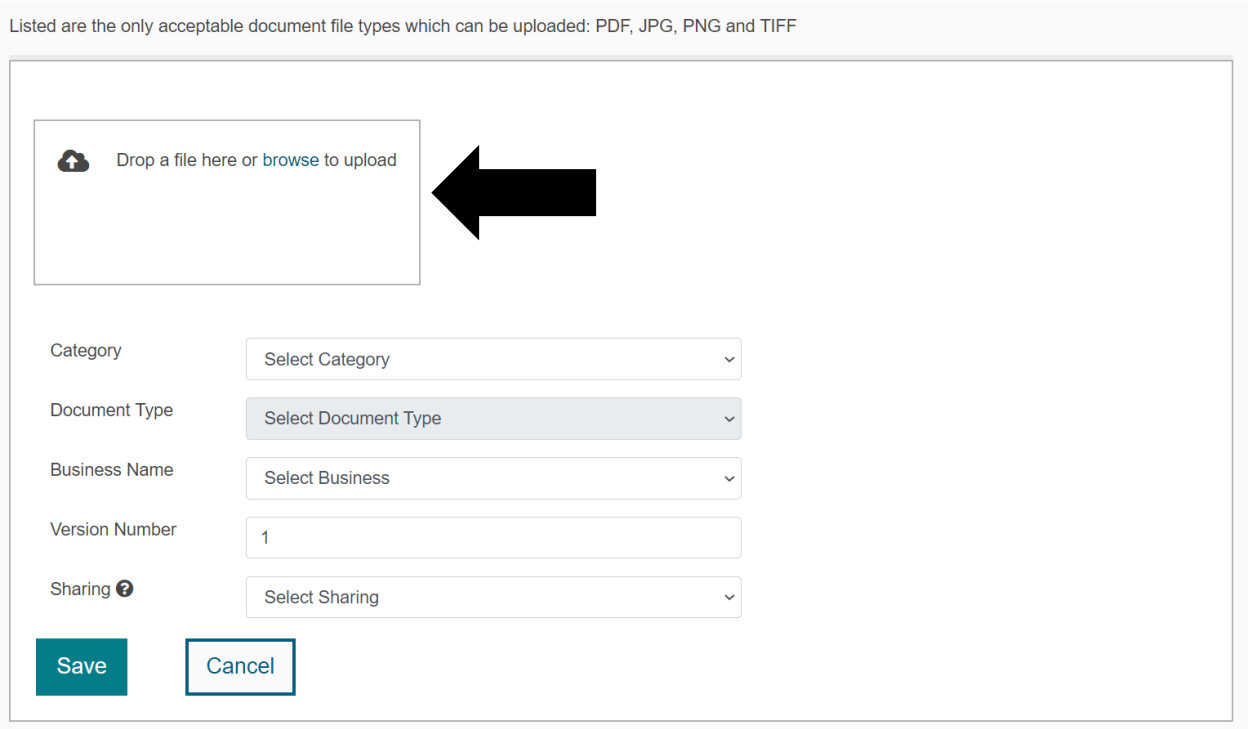
Step 4: *Drop a File* or click *Browse* to select a document.



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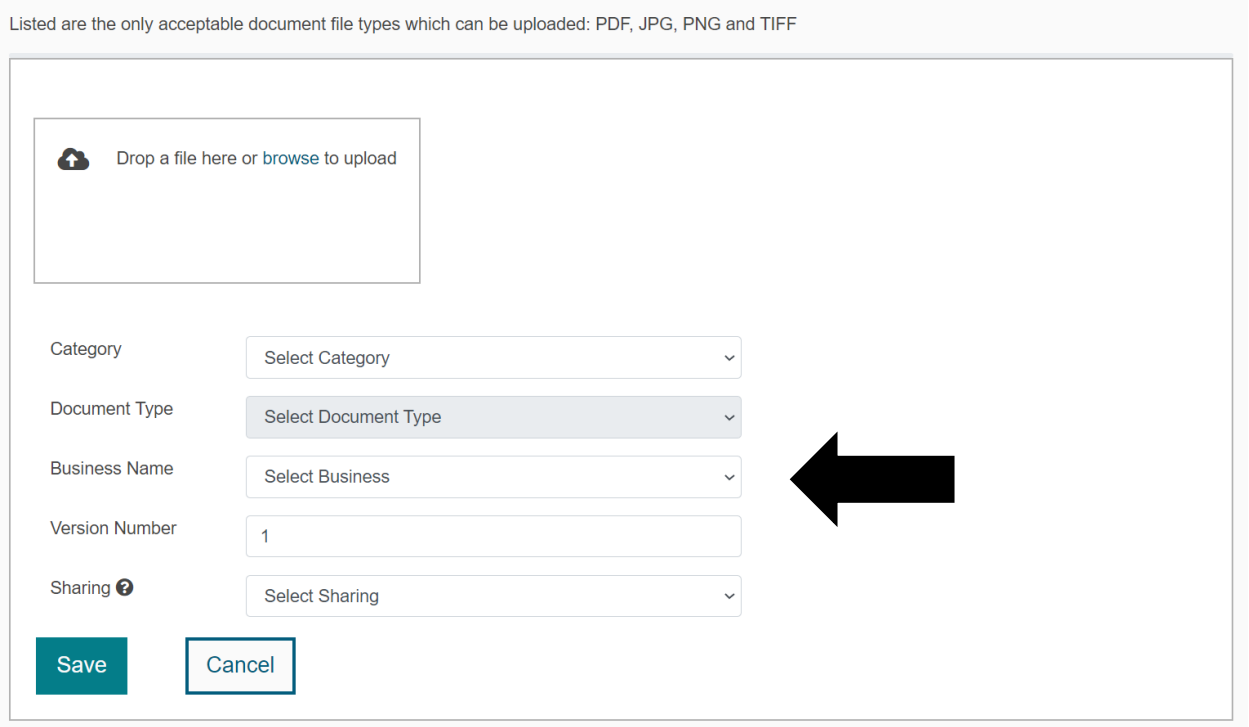
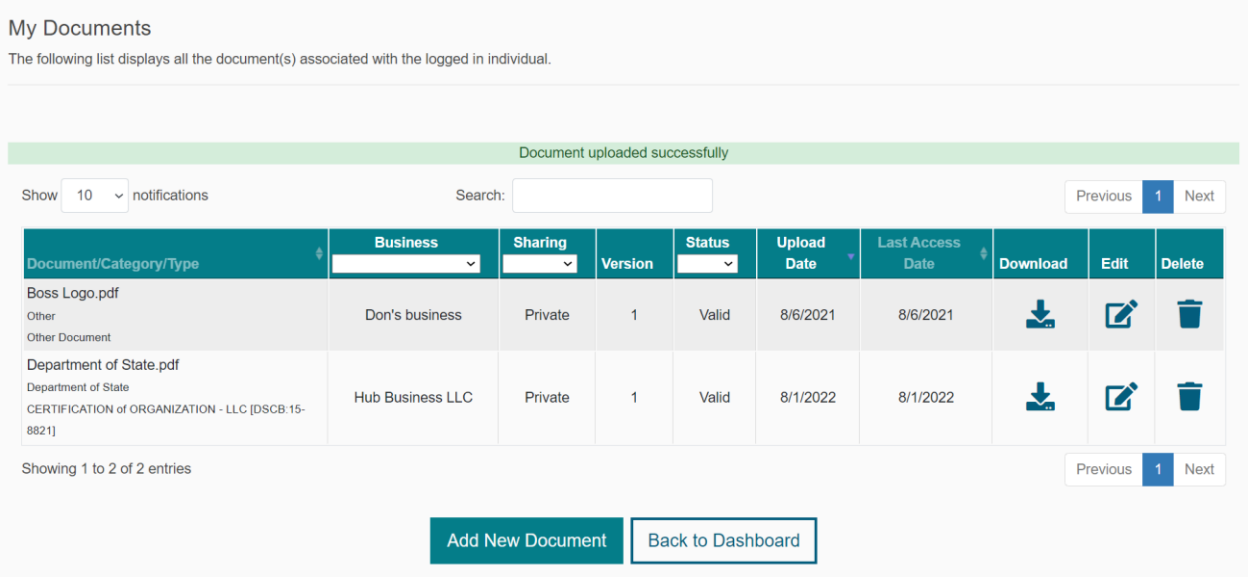
Step 6: Select applicable choices in the drop-down menus of the Category, Document Type, Business Name, and Sharing options. Then click *Save*. **NOTE:** You **MUST** have an active business profile in the My Business tab to complete this step.



Step 7: The Document is now stored in your Hub Documents.



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