



The Bureau of Corporations and Charitable Organizations recently integrated with the Business One-Stop Shop. Now, before you can access PennFile you will have to create a Keystone Login account and profile with the [Business One-Stop Shop](#). The account and information provided to the Business One-Stop Shop is a different account from the Bureau's website called PennFile. When you have successfully created and signed into the Business One-Stop Shop, you will be taken to a dashboard that will have a few "Quick Links" that can be utilized when creating/operating a business. From the links listed, please select PennFile to access the Bureau of Corporations and Charitable Organizations website. When on the PennFile website, you will either need to login to a previously created PennFile account (Note: This is not the same account that you used to login to the Business One-Stop Shop) or create a new account if this is your first time accessing the website. After you login or create a new PennFile account, this will be the last time you will be required to use the PennFile username and password. Going forward, you will only be required to use the Keystone Login information created for the [Business One-Stop Shop](#). After you are signed into the PennFile account, click Search Business Entities at the top of the screen to search for a registered business.

Please follow the below steps to purchase documents online.

1. Start by going to the Business One-Stop Shop website at <https://hub.business.pa.gov/login>.
2. Login to your Keystone Login account or click Register to create a new account with the Keystone Login.
3. After you have successfully logged in to the Business One-Stop Shop account, select the Bureau's website PennFile from the Quick Links section on the right side of the page.
4. On the PennFile site, you will be required to link a PennFile account to the Business One-Stop Shop (Note: This is not the same username and password that you used to login to the Business One-Stop Shop). If you have not accessed PennFile before, select "Sign up now" to create a PennFile account. If you have an existing PennFile account, enter the username and password and select Sign In. Going forward, you will only be required to use the Keystone Login information on the Business One-Stop Shop as the accounts will automatically be linked.
5. On the PennFile dashboard, select Search Business Entities located near the top of the page.
6. Type in your business name or entity number that you need the documents for and click Search.
7. The search results will be displayed. Click on the business name (highlighted in blue) that you need.
8. Select the documents that you want to purchase from the Filed Documents and/or Certified Documents section.
9. After the documents are selected, scroll down to the bottom right and select Proceed to Cart.
10. Review the documents in your cart to verify all documents you previously selected are present and click Checkout when you are ready to purchase the documents.
11. Enter all your credit card information and click Pay with Your Credit Card. An email receipt will be sent to the email address entered on the payment screen.
12. Wait two hours and sign back into your account and navigate to the "My Downloads" section on your dashboard where you will click to see available downloads. **Note: If documents are located on microfilm at the time of purchase, additional time is required to get the images off microfilm. An initial \$15 search fee is due and payable at the time of the order. Additional fees of \$3.00 per page will be invoiced through the email identified with the user login. When all fees due have been paid, you will receive an email to download your documents.**

Your documents will be available to download for 30 days.