Steps to order copies of your business registration documents

Start by going to www.corporations.pa.gov

Complete the one-time registration by clicking on "Sign up now!"   (if you have not already done so)

Sign in with your User Name and Password.

Click on "Search Business Entities" located near the top of the page.

Type in your business name or entity number.

Click Search.

The search results will be displayed. Click on the business name (highlighted in blue) that you need the documents for.

Select the documents that you want to purchase.

Click Proceed to Cart.

Review the documents in your cart to verify all documents you previously selected are present.

Click Checkout when you are ready to purchase the documents.

Enter all your credit card information and click Pay with Your Credit Card.

An e-mail receipt will be sent to the email address entered on the payment screen.

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.