OVERVIEW

Use this procedure to link an entity for which you will be filing a renewal application.

Trigger

Perform this procedure prior to submitting an online renewal application.

Prerequisites

- Must have a Keystone account
- Must have the certificate number or EIN number for the entity
- Must have the entity's unique alpha-numeric code

Menu Path

Use the following menu path(s) to begin this transaction:

- Please go to: https://www.charities.pa.gov/#/page/default
- Use your Keystone credentials to login the system
- Follow the instructions to link an entity

Helpful Hints

- This process must be done ONLY for renewal online applications
- User will NOT need this process for new online applications
PROCEDURE

1. Start the transaction using the menu path or transaction code.

Open your web browser, please type the following web address:

https://www.charities.pa.gov/#/page/default

2. Select Login button Login
3. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign In for Existing Applicants &amp; Registration</td>
<td>Required</td>
<td>Example: jcpena</td>
</tr>
</tbody>
</table>
4. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>Required</td>
<td>Identification assigned to a user.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> *****</td>
</tr>
</tbody>
</table>
5. Click on the "Login" button

6. Select "Link Registration" button
7. The user has two options. Please select radio button of your preference.

8. Select the text box to the right of EIN/Certificate #.
9. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required</td>
<td><strong>Example:</strong> 27662</td>
</tr>
</tbody>
</table>
10. Select the Registration Code text box

11. As required, complete/review the following fields:
12. Select the "Search And Link: button.
13. To exit, select the × on the upper right corner.

The Entity that you recently linked should appear in your dashboard.