



The Pennsylvania Bureau of Corporations and Charitable Organizations has developed an online system for initial and renewal applications for charitable organizations. The Solicitation of Funds for Charitable Purposes Act, 10 P. S. § 162.1 et seq., requires organizations soliciting charitable contributions from Pennsylvania residents to register with the Bureau. Filings include:

- Charity Registration Statement (Form BCO-10)
- Registration Statement for Professional Solicitor (Form BCO-155)
- Professional Solicitor Bond (Form BCO-160)
- Professional Solicitor Campaign/Event Financial Report (Form BCO-165)
- Professional Solicitor Contract and Solicitation Notice (Form BCO-170)
- Professional Solicitor Solicitation Notice Addendum (Form BCO-170A)
- Registration Statement for a Professional Fundraising Counsel (Form BCO 150)
- Professional Fundraising Counsel Contract

This tool was developed to assist the user with creating a Keystone Login Account. Please use the following steps:

- Select **Your Favorite Web Browser** and then go to the Charities Home Page <https://www.charities.pa.gov/CharitiesExternalWeb/#/page/default>
- Typing in either of the following addresses in the address bar of your web browser will also work
 - <https://www.charities.pa.gov/CharitiesExternalWeb/#/page/default>
 - <https://www.dos.pa.gov/BusinessCharities/Charities/Pages/default.aspx>

PROCEDURE

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

BCCO - Charities

register here.'"/>

DEPARTMENT OF STATE HOME SUPPORT

Charities Services

- Register
- Login
- Search

Welcome to the Pennsylvania Charities System

The Pennsylvania Bureau of Corporations and Charitable Organizations has developed an online system for initial and renewal applications for charitable organizations. The Solicitation of Funds for Charitable Purposes Act, 10 P. S. § 152.1 et seq., requires organizations soliciting charitable contributions from Pennsylvania residents to register with the Bureau.

In order to use charities online system, users need to have a Keystone Login account. If you need register, please [register here](#).

Our online system will allow users to file the following forms:

▶ Charity Registration Statement (Form BCO-10)	▶ Renewal Charity Registration Statement (Form BCO-10)
▶ Registration Statement for Professional Solicitor (Form BCO-160)	▶ Professional Solicitor Bond (Form BCO-160)
▶ Professional Solicitor Campaign/Event Financial Report (Form BCO-165)	▶ Professional Solicitor Contract and Solicitation Notice (Form BCO-170)
▶ Professional Solicitor Solicitation Notice Addendum (Form BCO-170A)	▶ Registration Statement for a Professional Fundraising Counsel (Form BCO-180)
▶ Professional Fundraising Counsel Contract	

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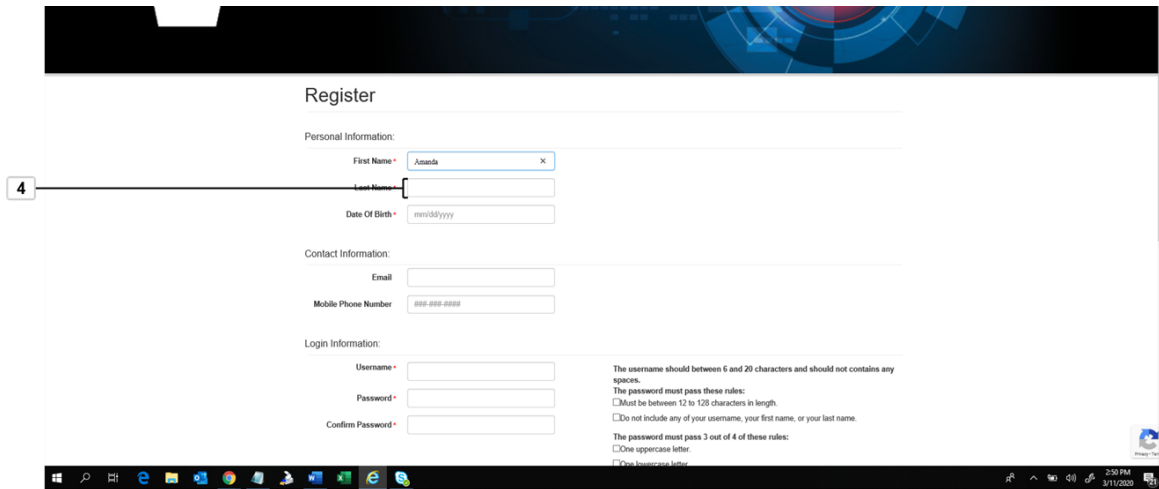
2. To create a Keystone Login account click on the register here link [register here](#).

Pennsylvania Keystone Login Portal

3. As required, complete/review the following fields:

Field	R/O/C	Description
First Name	Required	Example: Amanda

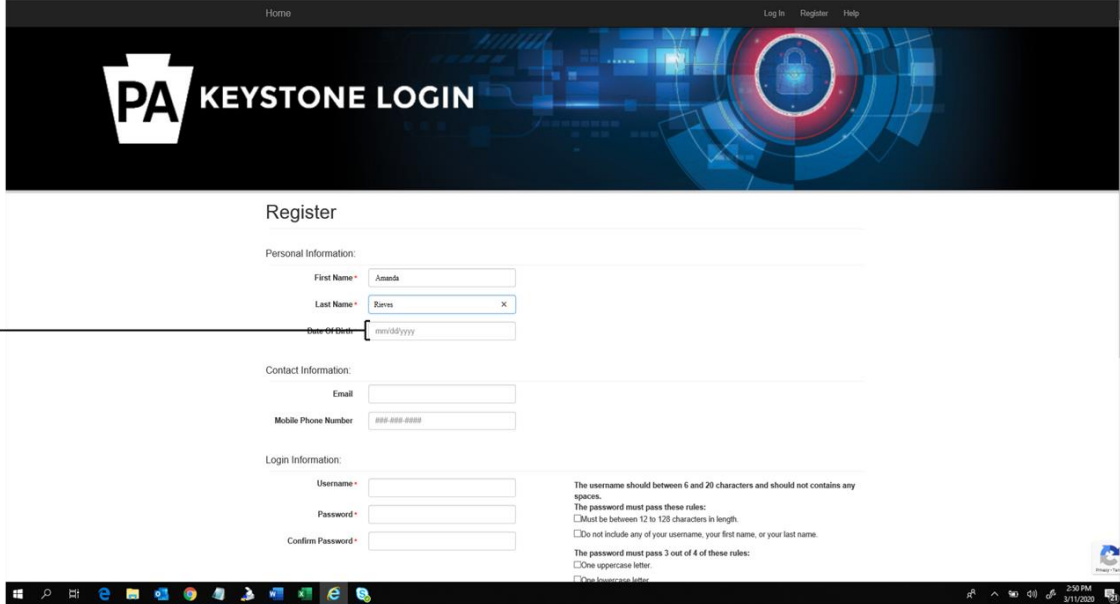
Pennsylvania Keystone Login Portal



4. As required, complete/review the following fields:

Field	R/O/C	Description
Last Name	Required	Example: Rieves

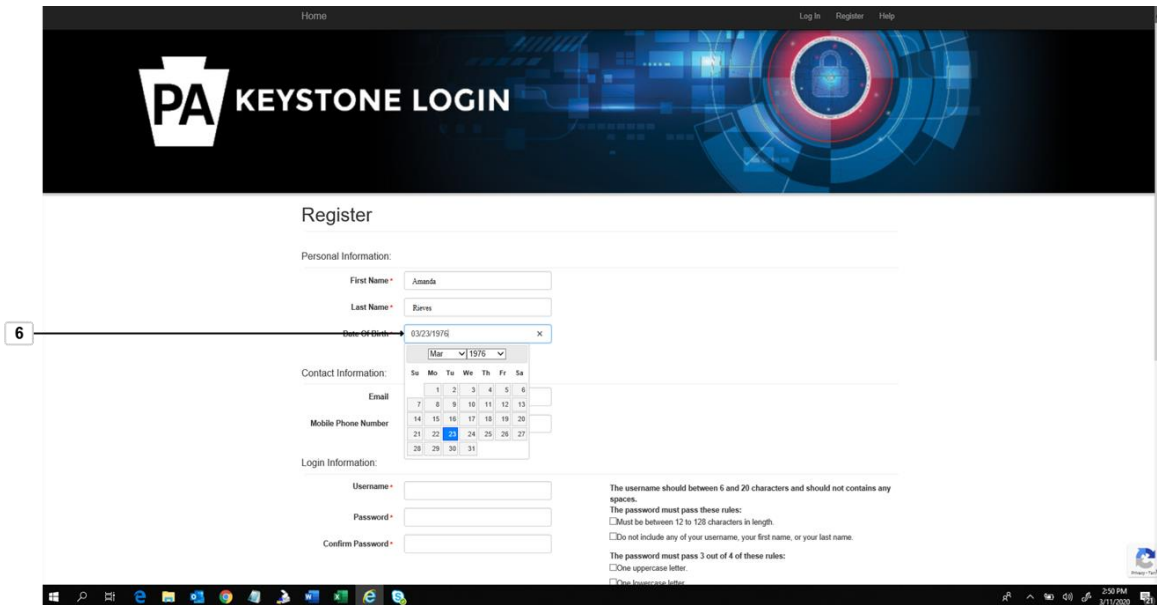
Pennsylvania Keystone Login Portal



5. As required, complete/review the following fields:

Field	R/O/C	Description
Date Of Birth	Required	Example: 03/23/1976

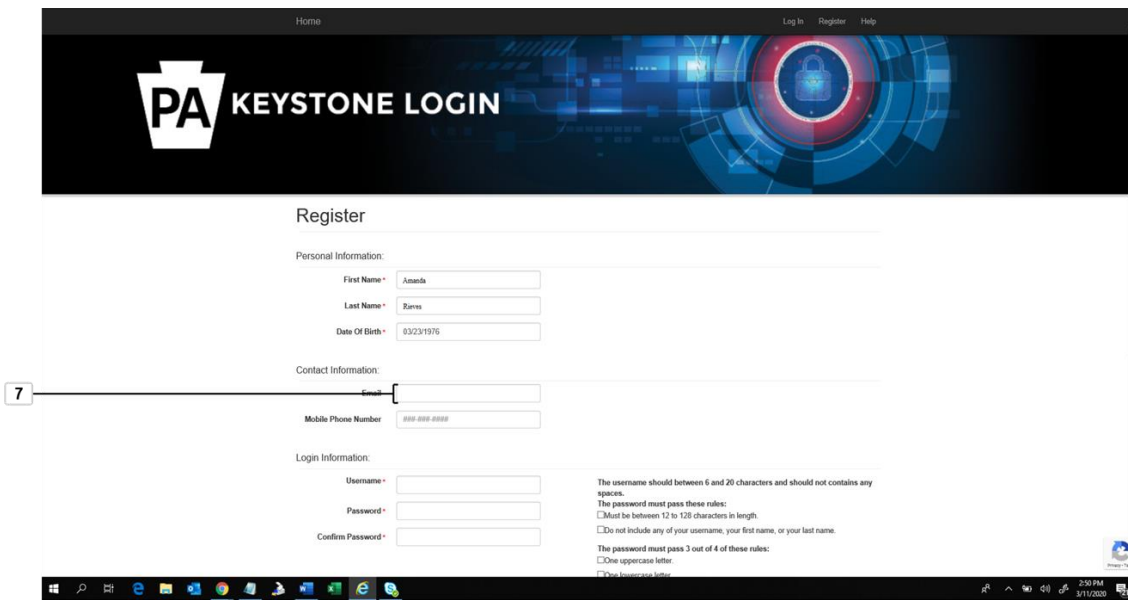
Pennsylvania Keystone Login Portal



6. Select the Date of Birth text box



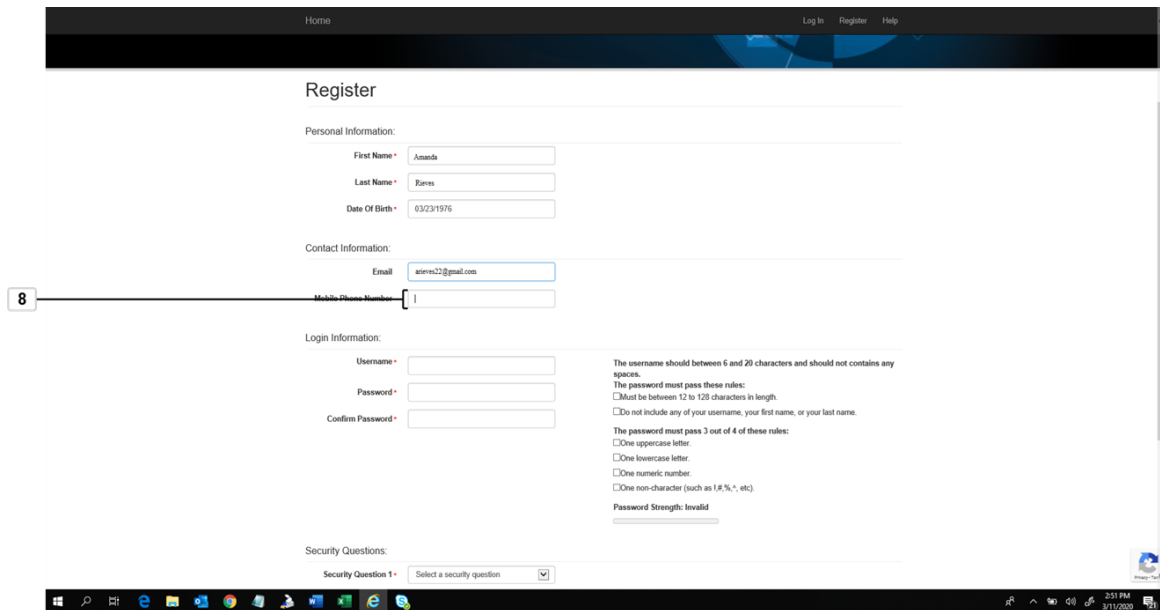
Pennsylvania Keystone Login Portal



7. As required, complete/review the following fields:

Field	R/O/C	Description
Email	Required	Example: arieves22@gmail.com

Pennsylvania Keystone Login Portal



Home Log In Register Help

Register

Personal Information:

First Name *

Last Name *

Date Of Birth *

Contact Information:

Email

8

Mobile Phone Number

Login Information:

Username *

Password *

Confirm Password *

The username should be between 6 and 20 characters and should not contain any spaces.
The password must pass these rules:
 Must be between 12 to 128 characters in length.
 Do not include any of your username, your first name, or your last name.
 The password must pass 3 out of 4 of these rules:
 One uppercase letter
 One lowercase letter
 One numeric number
 One non-character (such as !, @, %, etc)
 Password Strength: Invalid

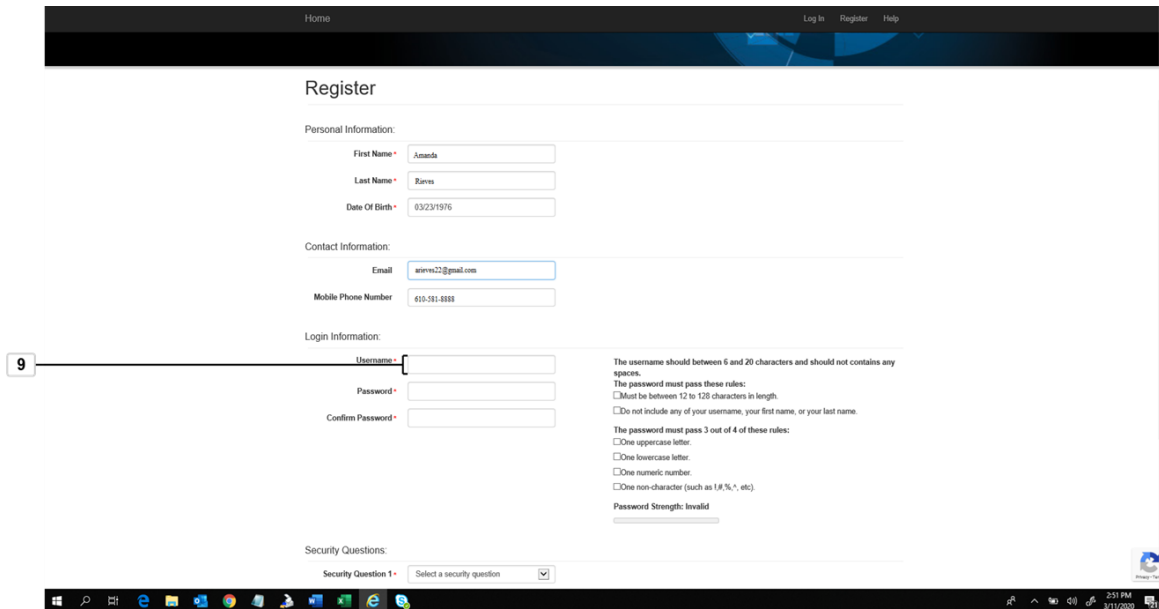
Security Questions:

Security Question 1 *

8. As required, complete/review the following fields:

Field	R/O/C	Description
Mobile Phone Number	Required	Example: 610-581-8888

Pennsylvania Keystone Login Portal



9. As required, complete/review the following fields:

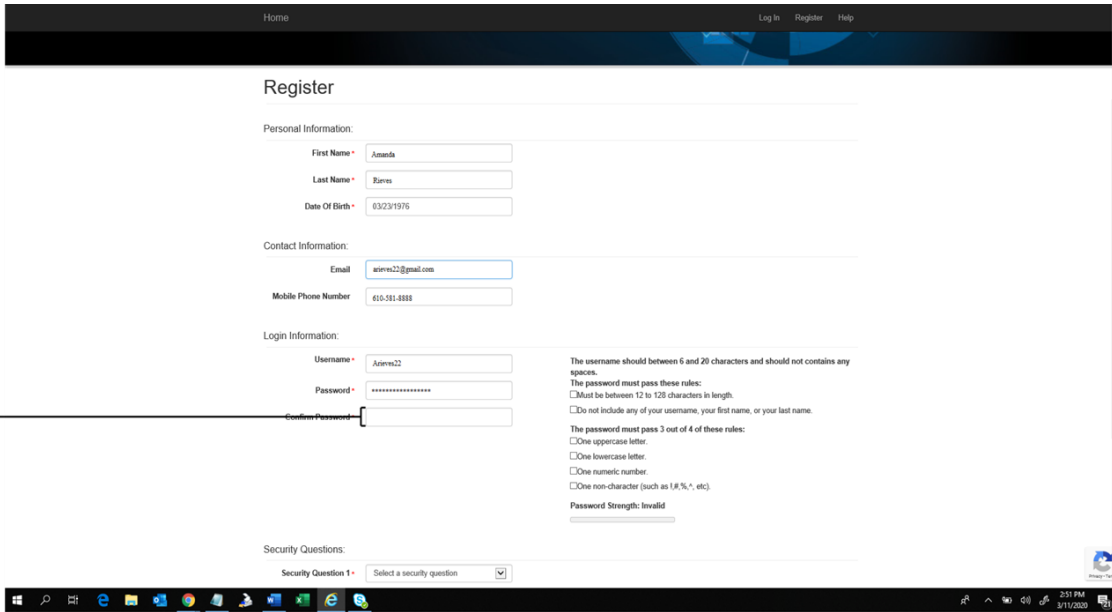
Field	R/O/C	Description
Username	Required	Example: Arieves22

Pennsylvania Keystone Login Portal

10. As required, complete/review the following fields:

Field	R/O/C	Description
Password	Required	Example: *****

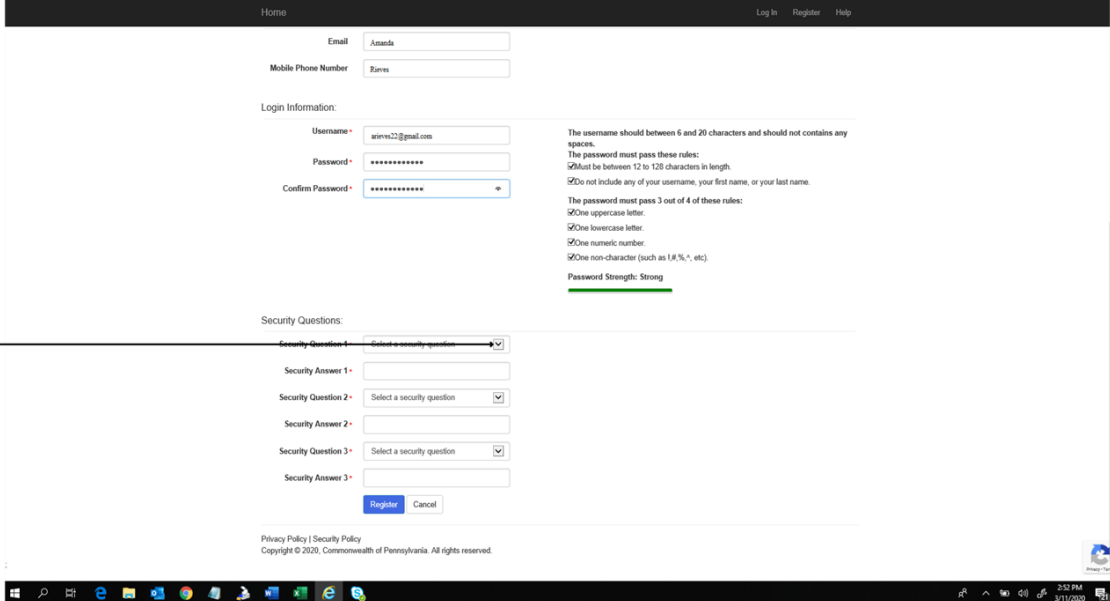
Pennsylvania Keystone Login Portal




11. As required, complete/review the following fields:

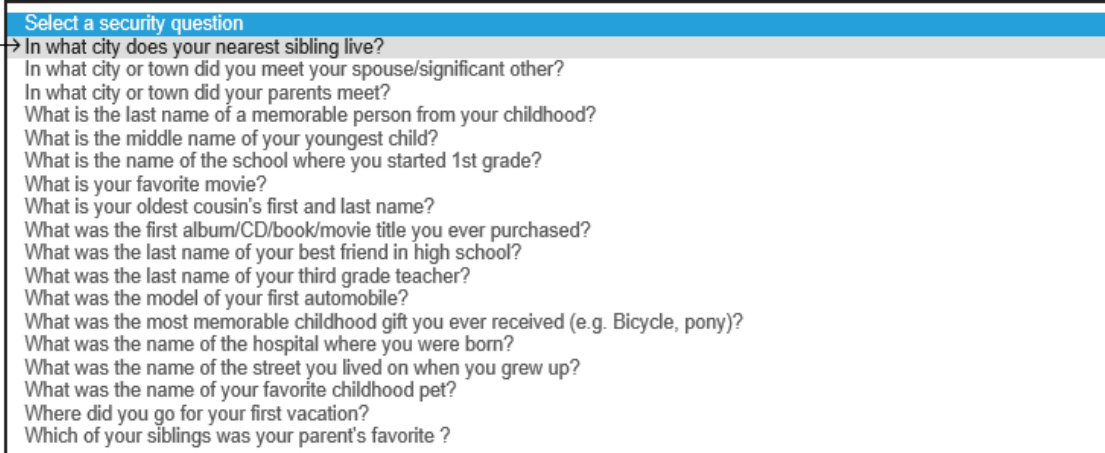
Field	R/O/C	Description
Confirm Password	Required	Example: *****

Pennsylvania Keystone Login Portal



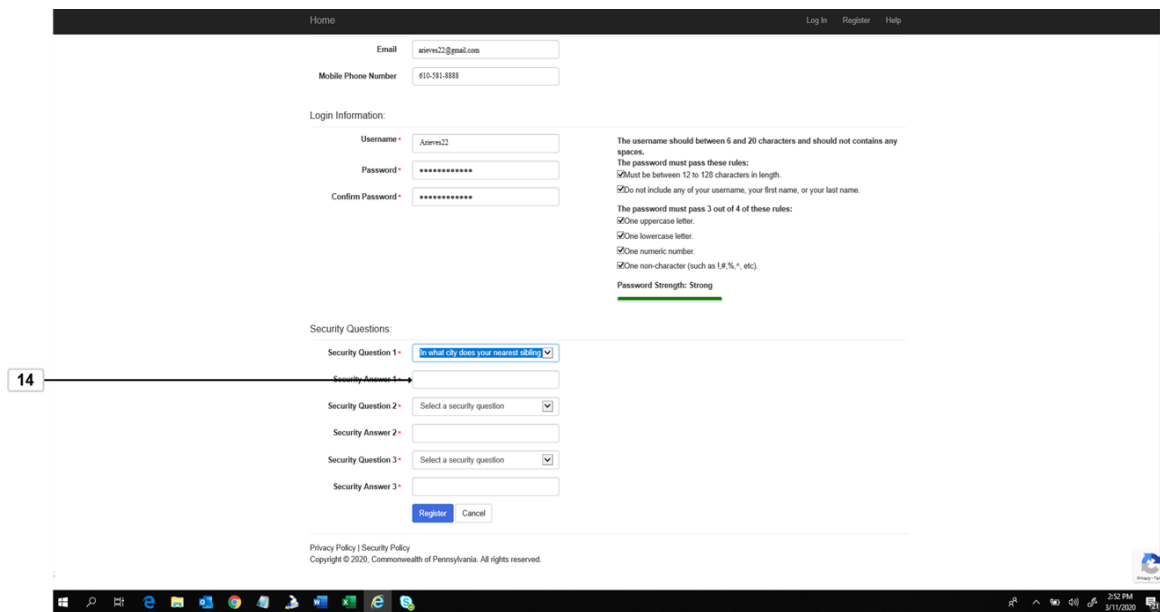
12. Select the dropdown icon .

Desktop



13. Select a question from the displayed options In what city does your nearest sibling live?

Pennsylvania Keystone Login Portal



Home Log In Register Help

Email

Mobile Phone Number

Login Information:

Username

Password

Confirm Password

The username should be between 6 and 20 characters and should not contain any spaces.
The password must pass these rules:
☑ Must be between 12 to 128 characters in length.
☑ Do not include any of your username, your first name, or your last name.
The password must pass 3 out of 4 of these rules:
☑ One uppercase letter.
☑ One lowercase letter.
☑ One numeric number.
☑ One non-character (such as !, %, ^, etc).
Password Strength: **Strong**

Security Questions:

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

Security Question 3

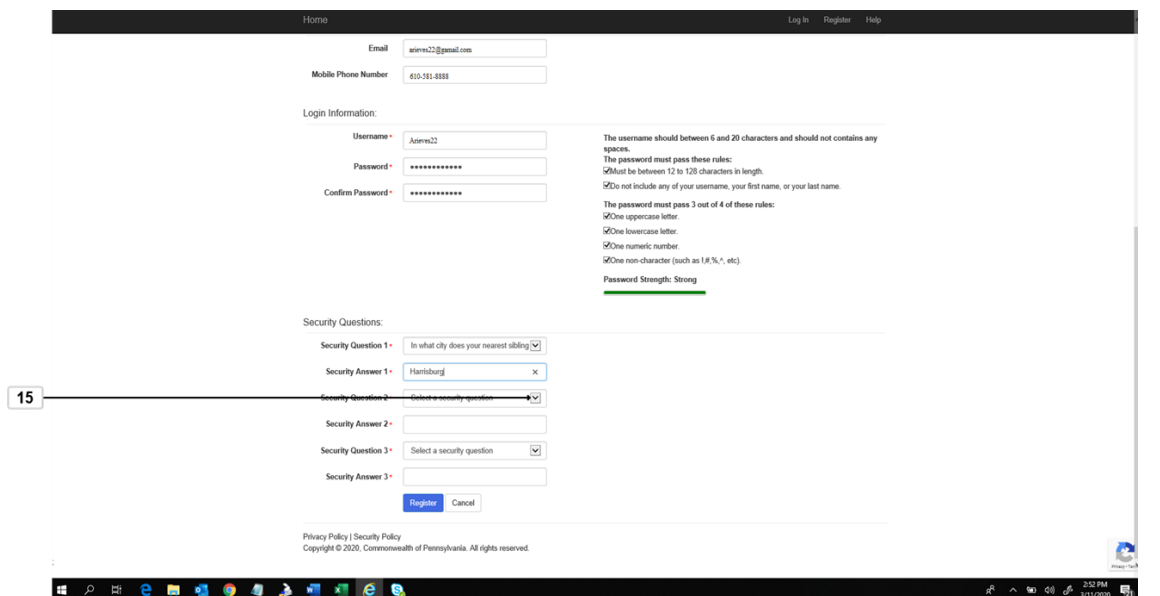
Security Answer 3

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14. Select the security answer text box and write the answer

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Home Log In Register Help

Email

Mobile Phone Number

Login Information:

Username

Password

Confirm Password

The username should be between 6 and 20 characters and should not contain any spaces.
The password must pass these rules:
☑ Must be between 12 to 128 characters in length.
☑ Do not include any of your username, your first name, or your last name.
The password must pass 3 out of 4 of these rules:
☑ One uppercase letter.
☑ One lowercase letter.
☑ One numeric number.
☑ One non-character (such as !, %, ^, etc).
Password Strength: **Strong**

Security Questions:

Security Question 1

Security Answer 1

Security Question 2


Security Answer 2

Security Question 3

Security Answer 3

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15. Select the dropdown icon .

Desktop

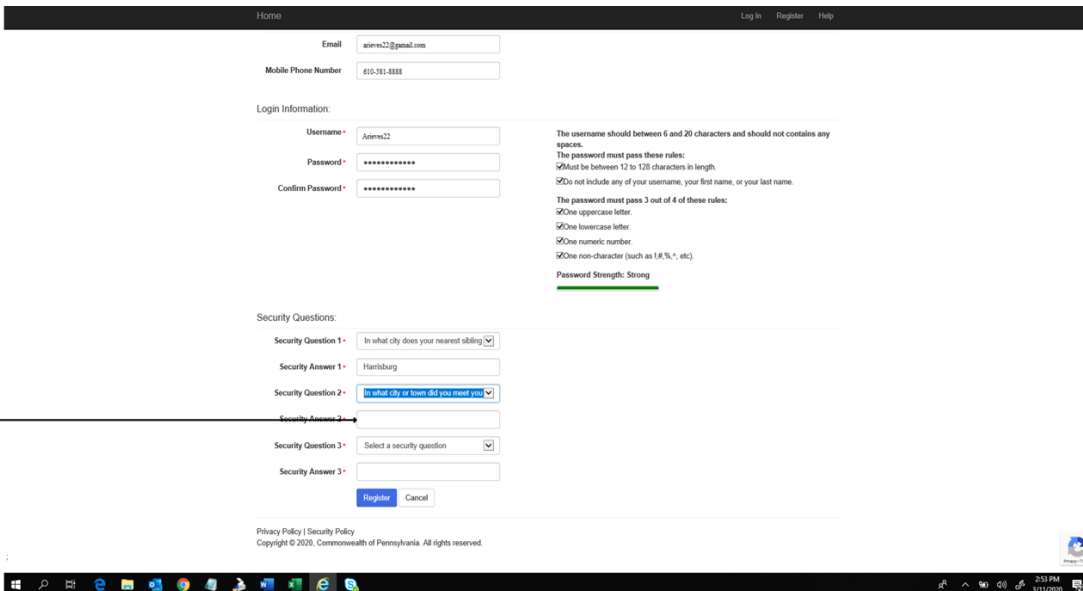
16 → **Select a security question**

- In what city or town did you meet your spouse/significant other?
- In what city or town did your parents meet?
- What is the last name of a memorable person from your childhood?
- What is the middle name of your youngest child?
- What is the name of the school where you started 1st grade?
- What is your favorite movie?
- What is your oldest cousin's first and last name?
- What was the first album/CD/book/movie title you ever purchased?
- What was the last name of your best friend in high school?
- What was the last name of your third grade teacher?
- What was the model of your first automobile?
- What was the most memorable childhood gift you ever received (e.g. Bicycle, pony)?
- What was the name of the hospital where you were born?
- What was the name of the street you lived on when you grew up?
- What was the name of your favorite childhood pet?
- Where did you go for your first vacation?
- Which of your siblings was your parent's favorite ?

16. Select a question from the options displayed

Select a security question
In what city or town did you meet your spouse/significant other?

Pennsylvania Keystone Login Portal



Home Log In Register Help

Email:

Mobile Phone Number:

Login Information:

Username:

Password:

Confirm Password:

The username should be between 6 and 20 characters and should not contain any spaces.
The password must pass these rules:
 Must be between 12 to 128 characters in length.
 Do not include any of your username, your first name, or your last name.
 The password must pass 3 out of 4 of these rules:
 One uppercase letter.
 One lowercase letter.
 One numeric number.
 One non-character (such as !, @, %, *, etc).
Password Strength: Strong

Security Questions:

Security Question 1:

Security Answer 1:

Security Question 2:

Security Answer 2:

Security Question 3:

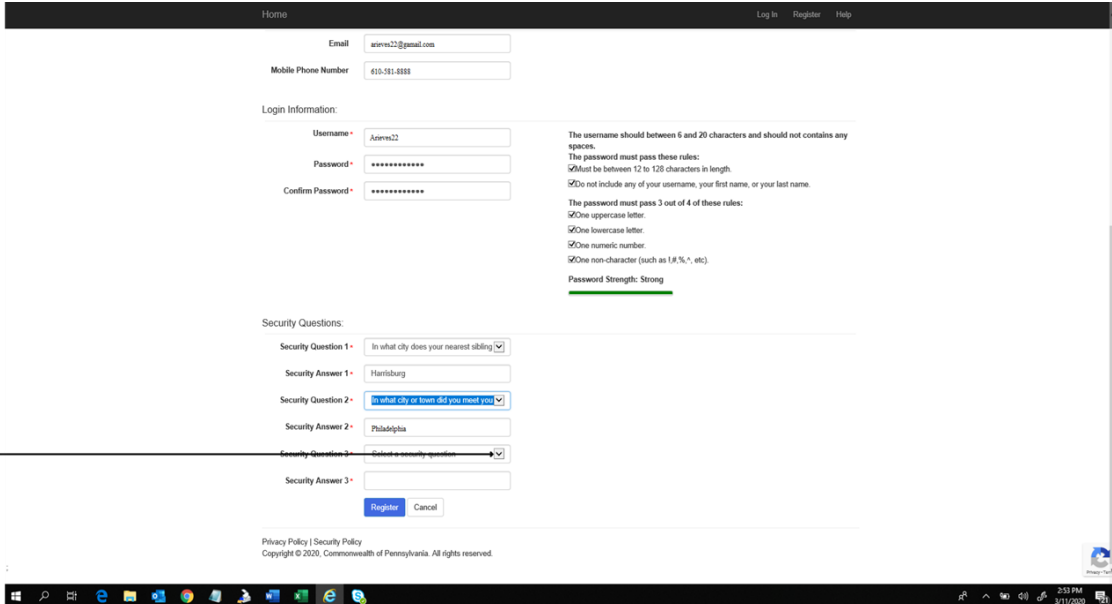
Security Answer 3:

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2:53 PM 3/11/2020

17. Select the security answer text box and write the answer

Pennsylvania Keystone Login Portal



Home Log In Register Help

Email

Mobile Phone Number

Login Information:

Username

Password

Confirm Password

The username should be between 6 and 20 characters and should not contain any spaces.
The password must pass these rules:
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☑ Do not include any of your username, your first name, or your last name.
The password must pass 3 out of 4 of these rules:
☑ One uppercase letter.
☑ One lowercase letter.
☑ One numeric number.
☑ One non-character (such as !, #, %, ^, etc).
Password Strength: **Strong**

Security Questions:

Security Question 1*

Security Answer 1*


Security Question 2*

Security Answer 2*

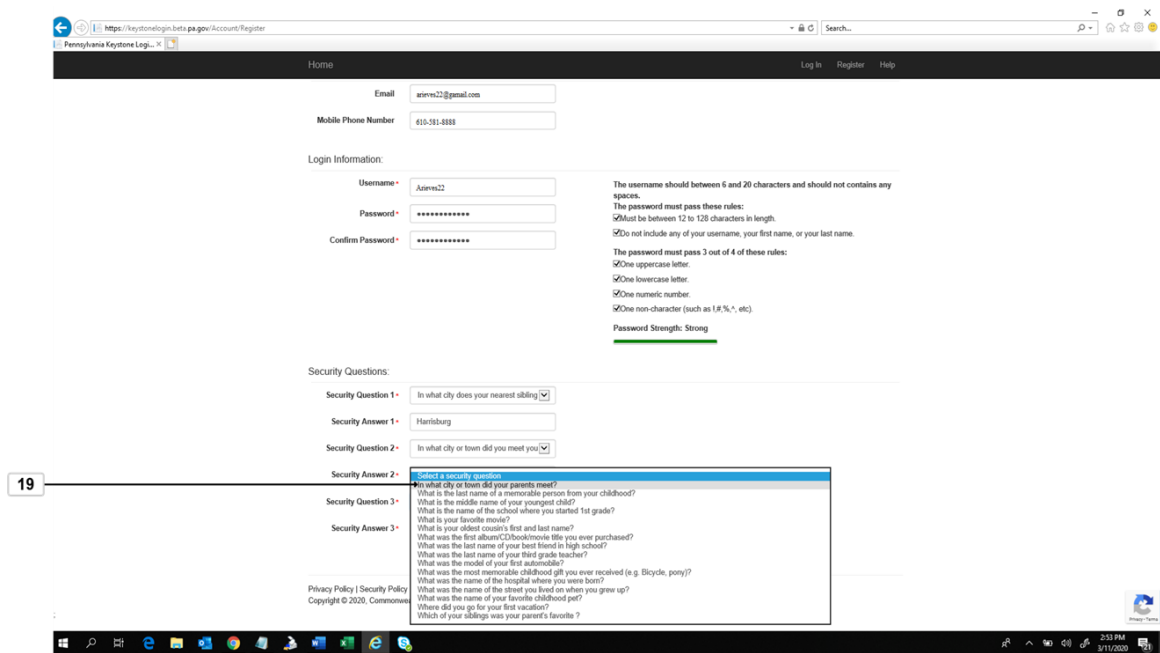
Security Question 3*

Security Answer 3*

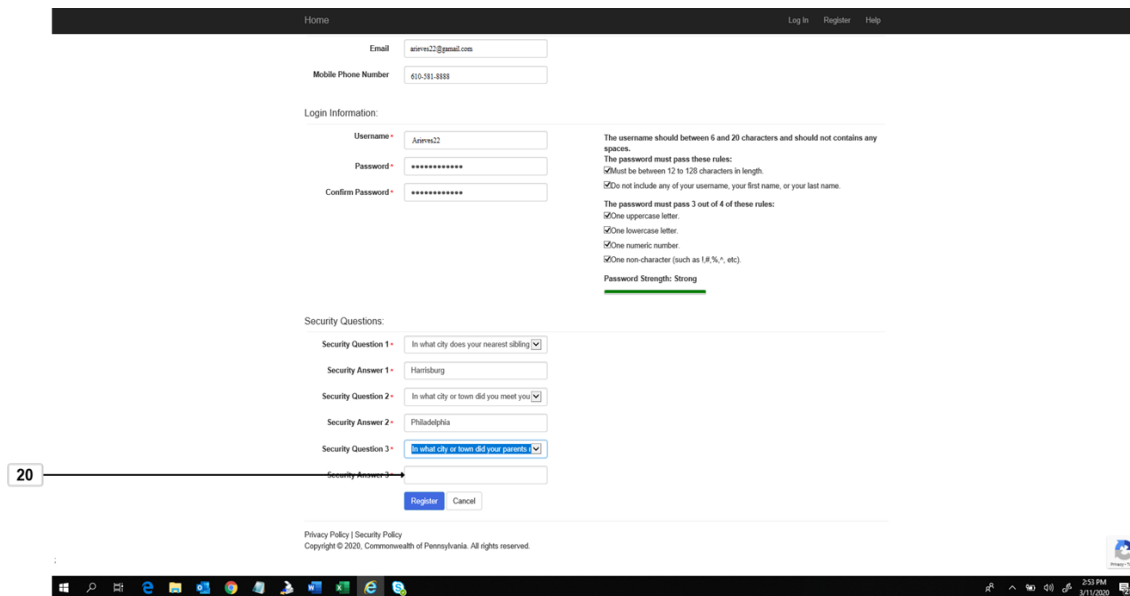
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18. Select the dropdown icon 

Desktop

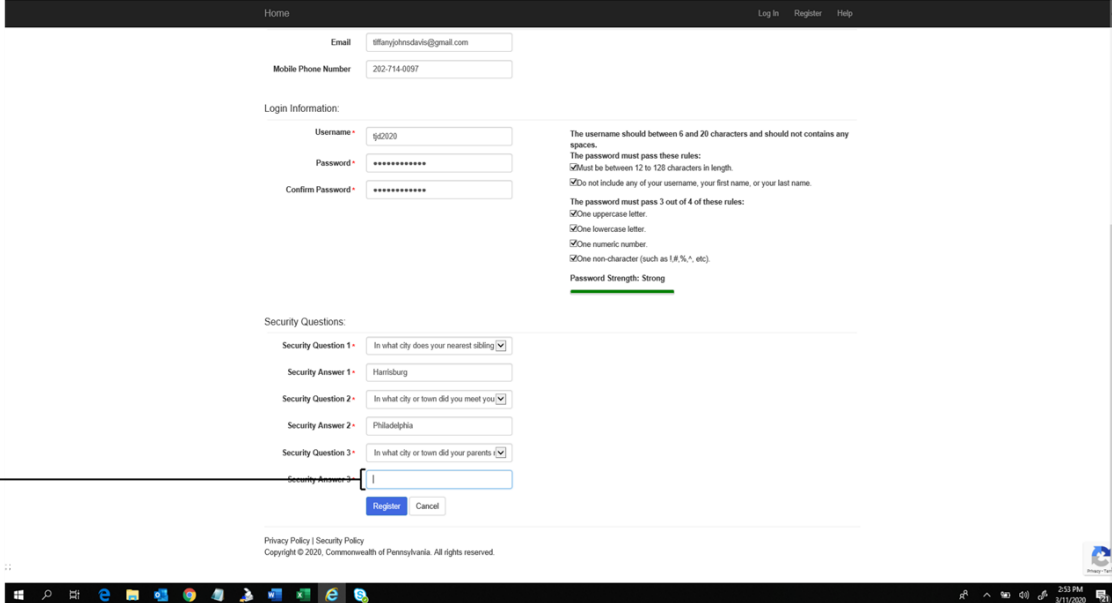


19. Select a question from the dropdown list **In what city or town did your parents meet?**
Pennsylvania Keystone Login Portal



20. Select the security answer text box and write the answer

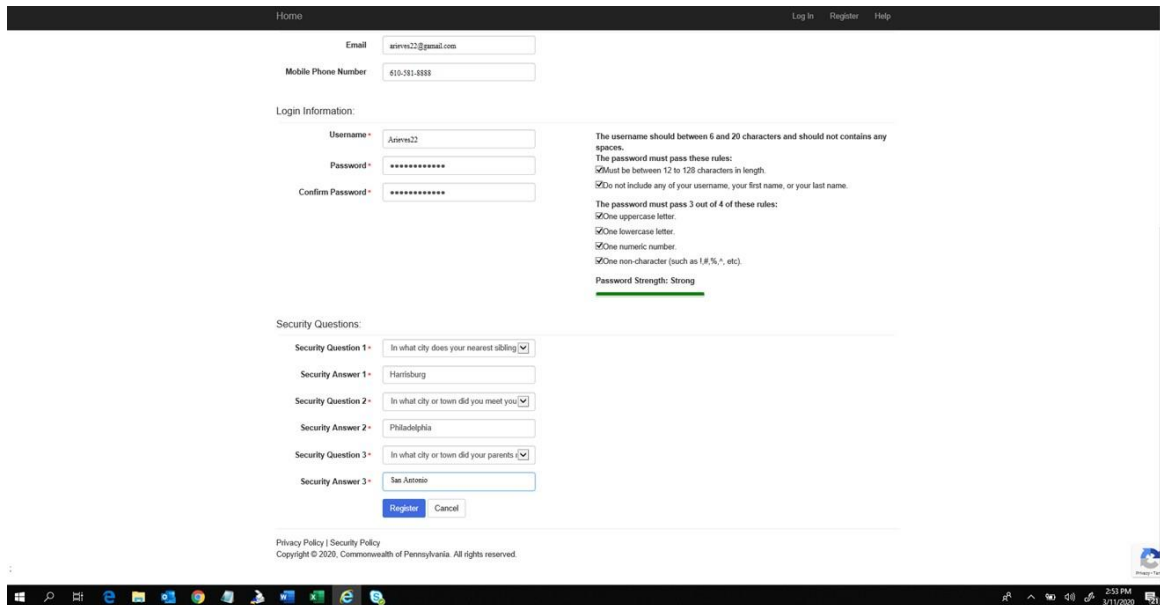
Pennsylvania Keystone Login Portal



21. As required, complete/review the following fields:

Field	R/O/C	Description
	Required	Example: San Antonio

XXXX



Home Log In Register Help

Email

Mobile Phone Number

Login Information:

Username

Password

Confirm Password

The username should be between 6 and 20 characters and should not contain any spaces.
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 One lowercase letter.
 One numeric number.
 One non-character (such as !, #, %, ^, etc.).
 Password Strength: **Strong**

Security Questions:

Security Question 1

Security Answer 1

Security Question 2

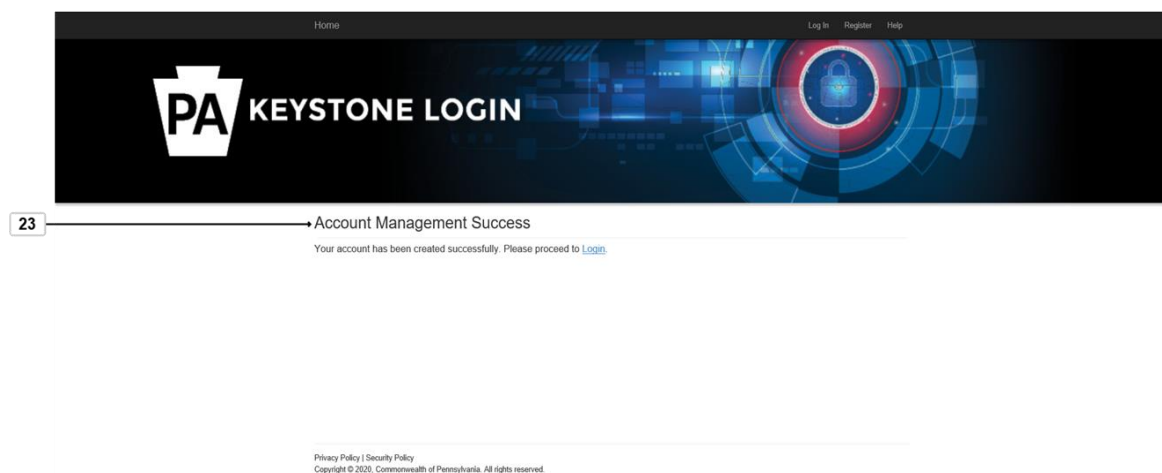
Security Answer 2

Security Question 3

Security Answer 3

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22. Press any key or click anywhere to continue
To complete the process, select the Register icon
Pennsylvania Keystone Login Portal



23. You should receive a message that your account was created successfully
Account Management Success