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## OVERVIEW

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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

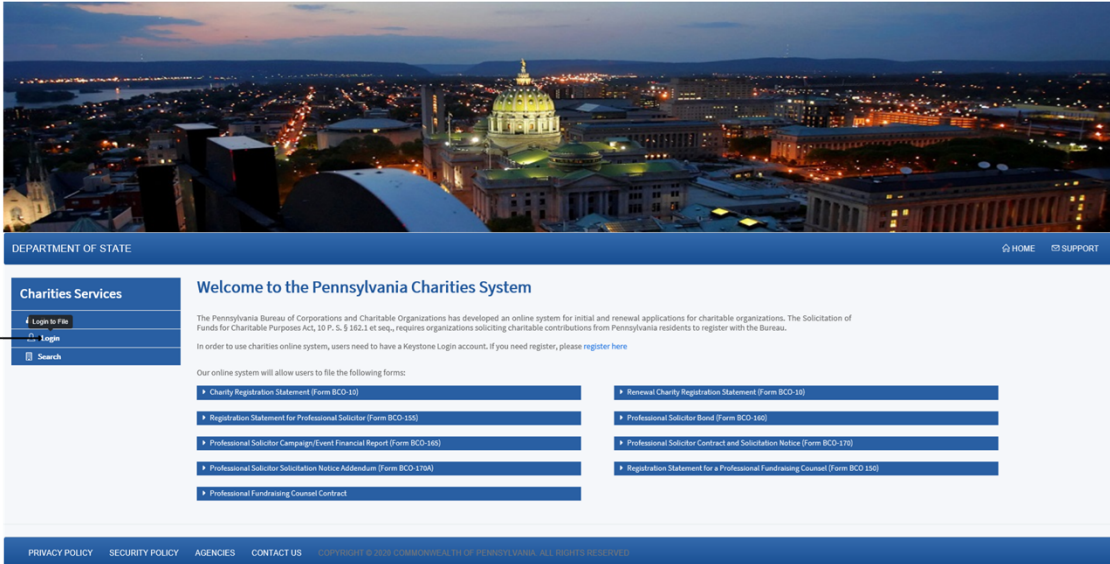
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1. Start the transaction using the menu path or transaction code.

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

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

2. Select Login button **Login**



DEPARTMENT OF STATE

HOME SUPPORT

**Charities Services**

- Login to File
- Login**
- Search

**Welcome to the Pennsylvania Charities System**

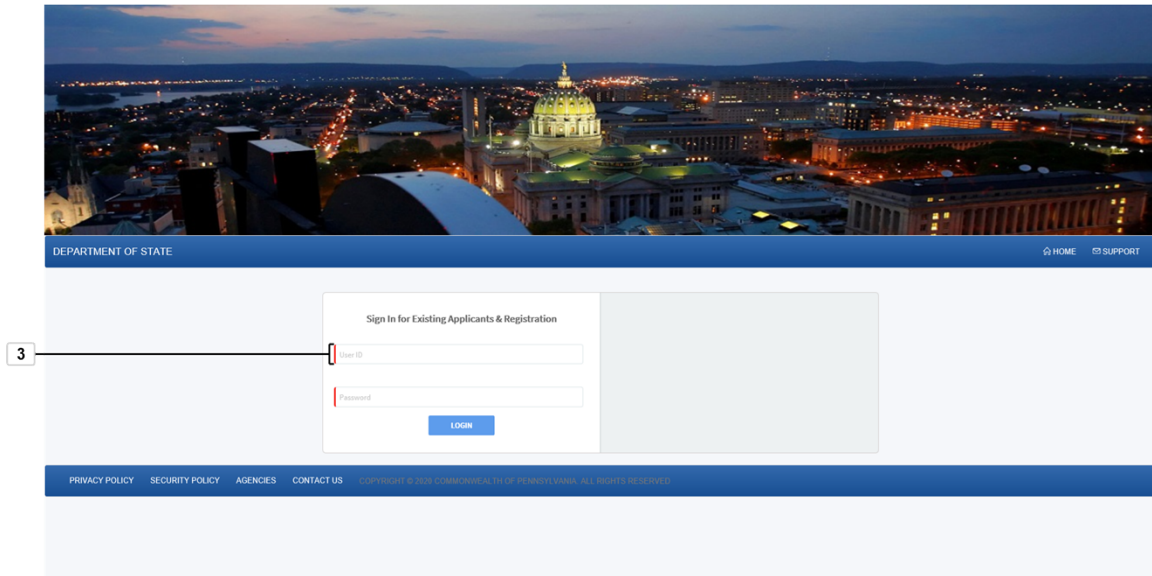
The Pennsylvania Bureau of Corporations and Charitable Organizations has developed an online system for initial and renewal applications for charitable organizations. The Solicitation of Funds for Charitable Purposes Act, 16 P. S. § 1921 et seq., requires organizations soliciting charitable contributions 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-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-175A)
- Registration Statement for a Professional Fundraising Counsel (Form BCO-150)
- Professional Fundraising Counsel Contract

PRIVACY POLICY SECURITY POLICY AGENCIES CONTACT US COPYRIGHT © 2020 COMMONWEALTH OF PENNSYLVANIA. ALL RIGHTS RESERVED.

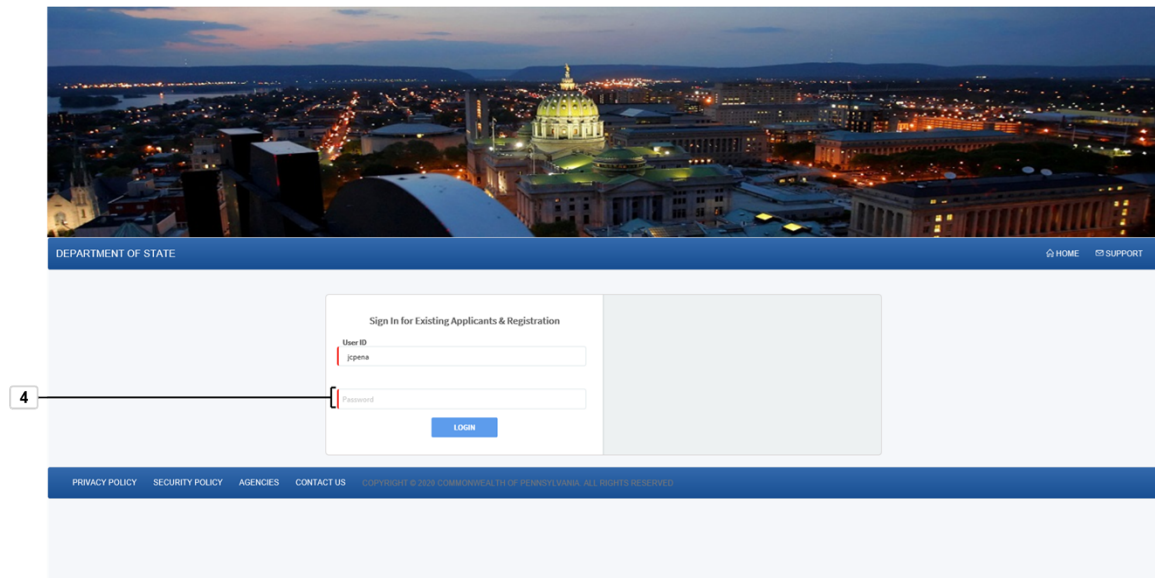
*BCCO - Charities*



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

Field	R/O/C	Description
Sign In for Existing Applicants & Registration	Required	<b>Example:</b> jcpena

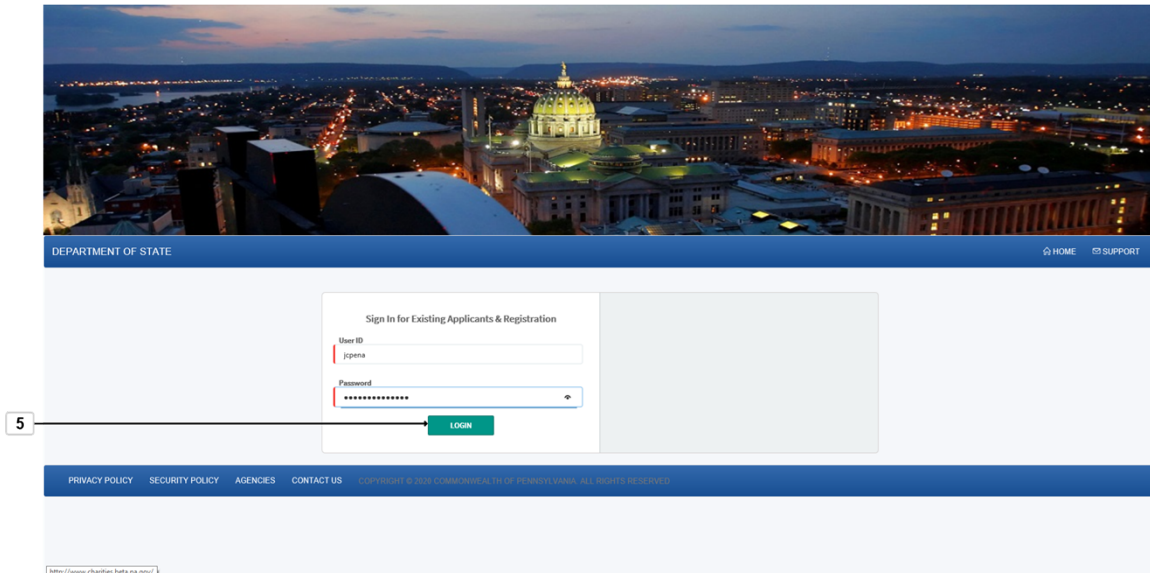
*BCCO - Charities*



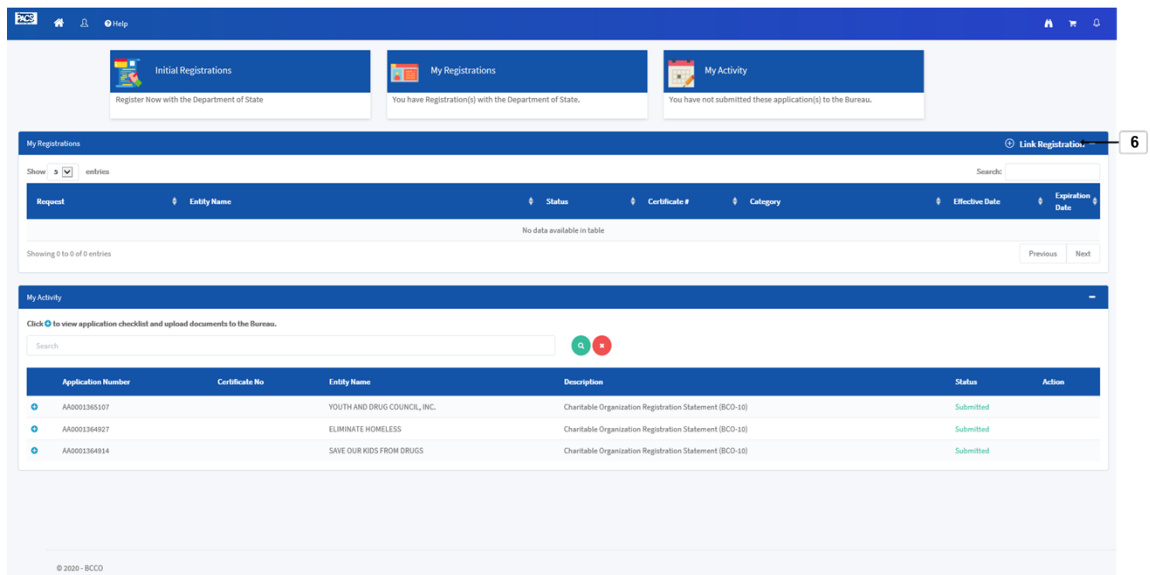
4. As required, complete/review the following fields:

Field	R/O/C	Description
User ID	Required	Identification assigned to a user.  <b>Example:</b> *****

5. Click on the "Login" button **LOGIN**

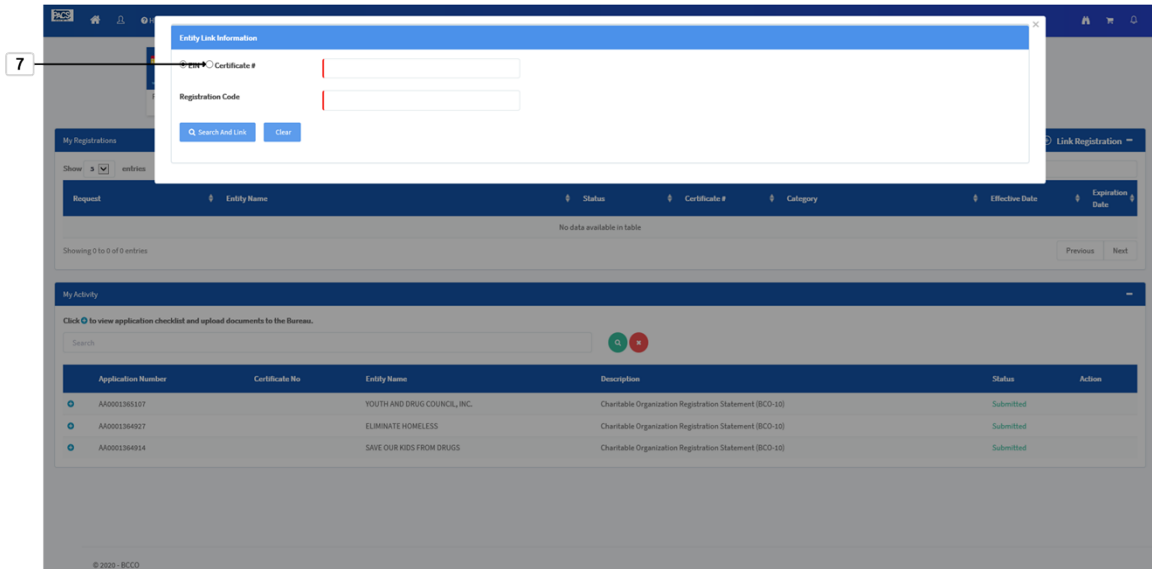


6. Select "Link Registration" button **+ Link Registration**

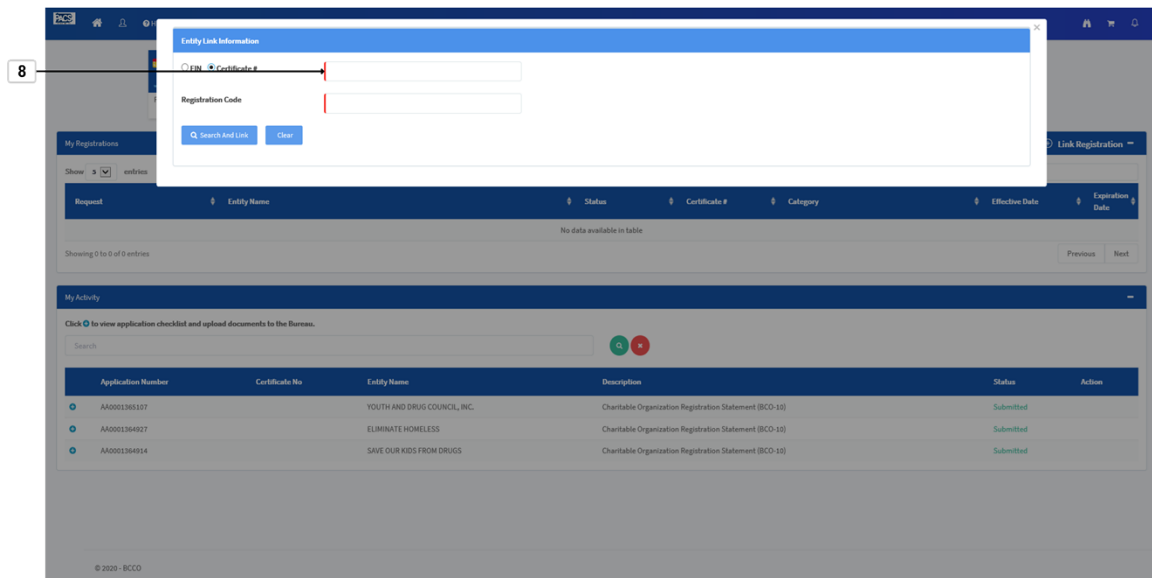




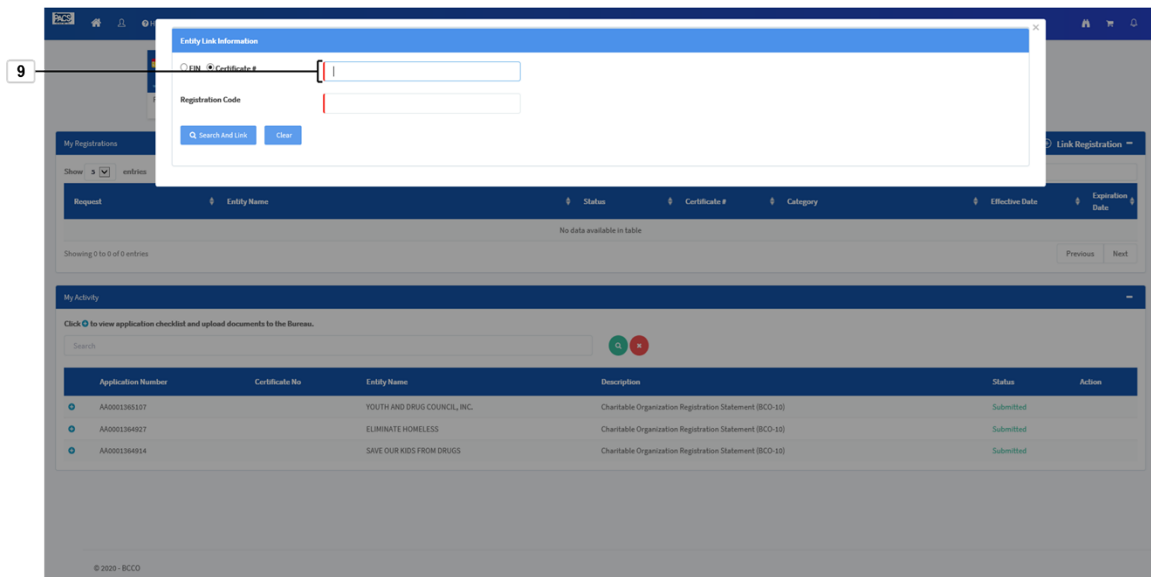
7. The user has two options. Please select radio button of your preference .



8. Select the text box to the right of EIN/Certificate #

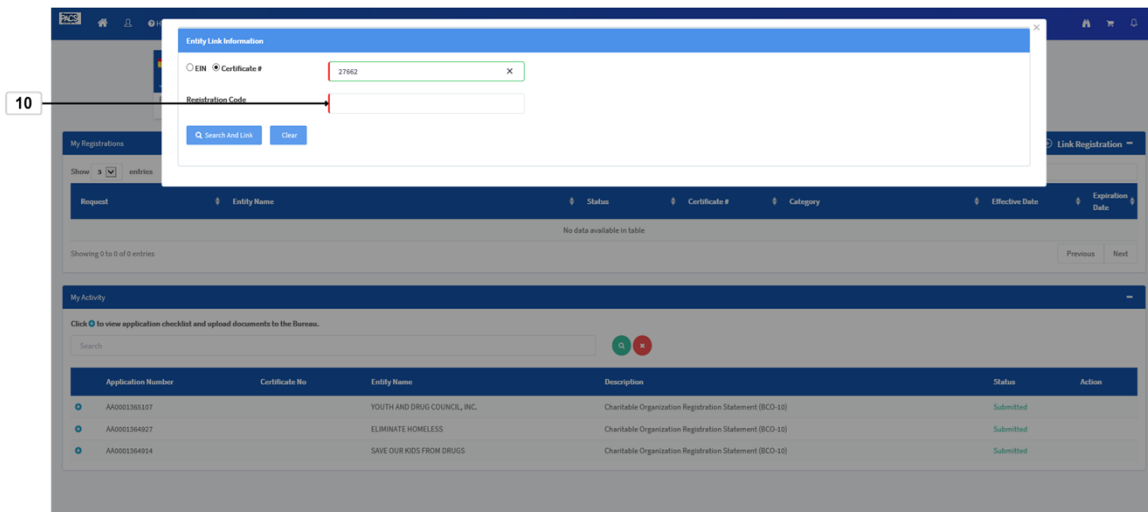


9. As required, complete/review the following fields:



Field	R/O/C	Description
	Required	<b>Example:</b> 27662

10. Select the Registration Code text box

Entity Link Information

EIN  Certificate # 27662

Registration Code

Search and Link Clear

My Registrations

Request	Entity Name	Status	Certificate #	Category	Effective Date	Expiration Date
No data available in table						

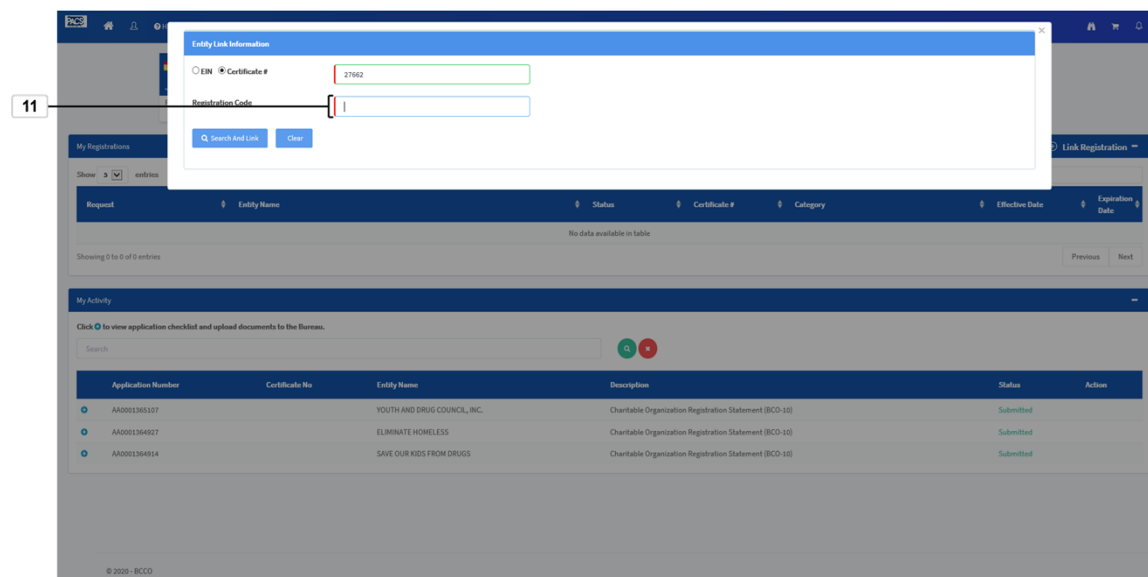
Showing 0 to 0 of 0 entries

My Activity

Click to view application checklist and upload documents to the Bureau.

Application Number	Certificate No	Entity Name	Description	Status	Action
AA001385107		YOUTH AND DRUG COUNCIL, INC.	Charitable Organization Registration Statement (BCO-10)	Submitted	
AA001384927		ELIMINATE HOMELESS	Charitable Organization Registration Statement (BCO-10)	Submitted	
AA001384914		SAVE OUR KIDS FROM DRUGS	Charitable Organization Registration Statement (BCO-10)	Submitted	

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



Entity Link Information

EIN  Certificate # 27662

Registration Code

Search and Link Clear

My Registrations

Request	Entity Name	Status	Certificate #	Category	Effective Date	Expiration Date
No data available in table						

Showing 0 to 0 of 0 entries


My Activity

Click to view application checklist and upload documents to the Bureau.

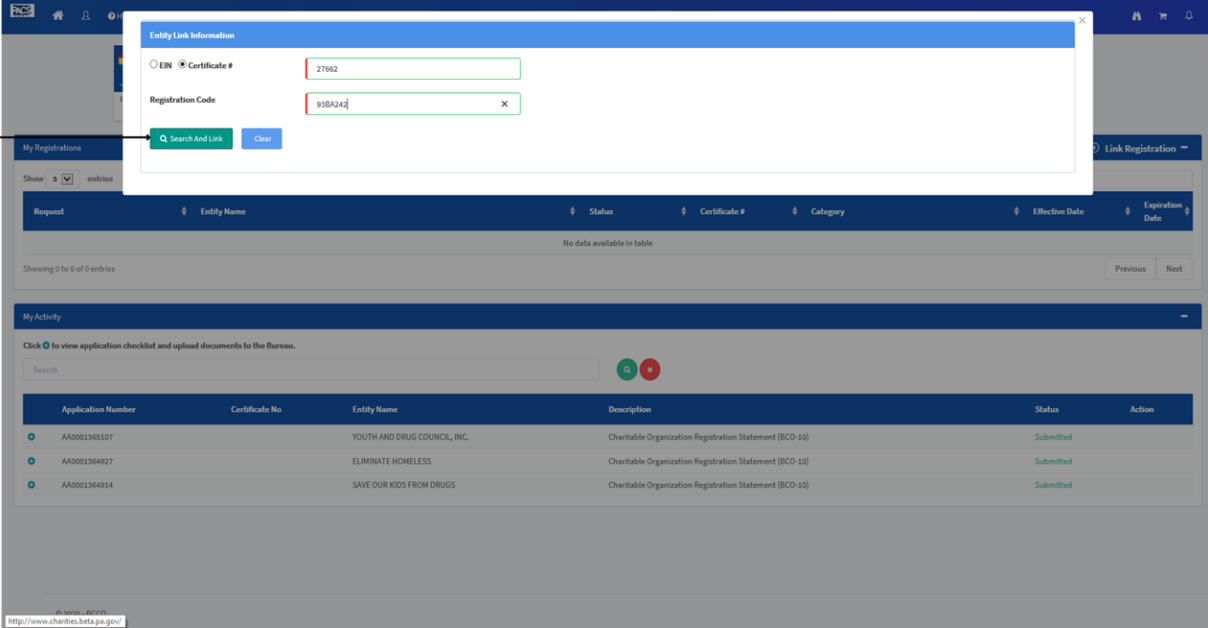
Application Number	Certificate No	Entity Name	Description	Status	Action
AA001385107		YOUTH AND DRUG COUNCIL, INC.	Charitable Organization Registration Statement (BCO-10)	Submitted	
AA001384927		ELIMINATE HOMELESS	Charitable Organization Registration Statement (BCO-10)	Submitted	
AA001384914		SAVE OUR KIDS FROM DRUGS	Charitable Organization Registration Statement (BCO-10)	Submitted	

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12. Select the "Search And Link:" button 

12






Request	Entity Name	Status	Certificate #	Category	Effective Date	Expiration Date
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

My Activity

Click  to view application checklist and upload documents to the Bureau.

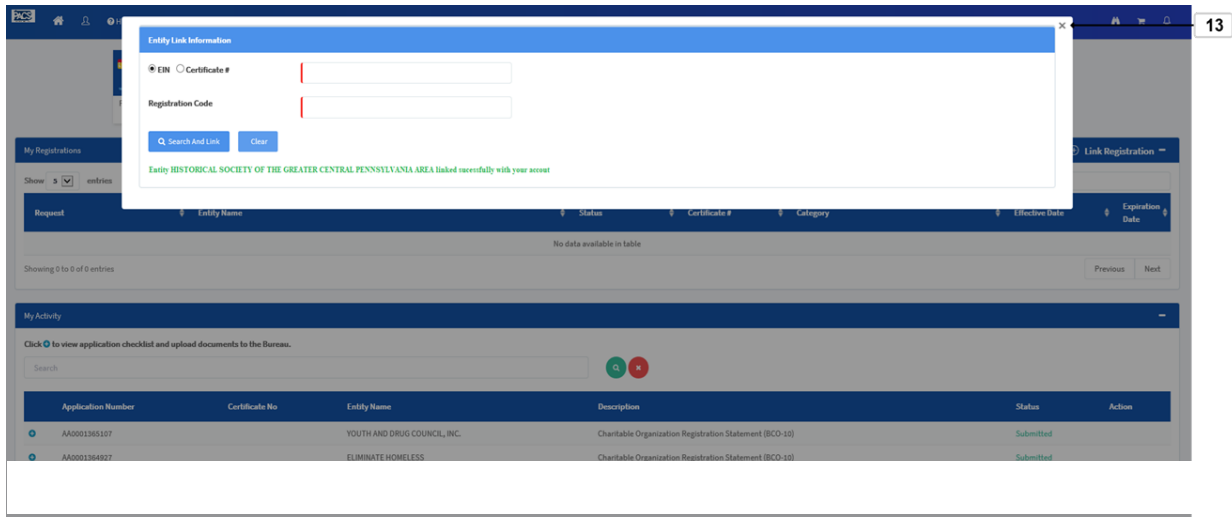
Search  

Application Number	Certificate No	Entity Name	Description	Status	Action
AA0001365107		YOUTH AND DRUG COUNCIL, INC.	Charitable Organization Registration Statement (BCO-10)	Submitted	
AA0001364927		ELIMINATE HOMELESS	Charitable Organization Registration Statement (BCO-10)	Submitted	
AA0001364914		SAVE OUR KIDS FROM DRUGS	Charitable Organization Registration Statement (BCO-10)	Submitted	

<http://www.charities.betha.pa.gov/>

13. To exit, select the ✕ on the upper right corner.

The Entity that you recently linked should appear in your dashboard



The screenshot shows a web application interface. A modal window titled "Entity Link Information" is open, containing input fields for "EIN" and "Certificate #", a "Registration Code" field, and "Search And Link" and "Clear" buttons. Below the modal, a green message states: "Entity HISTORICAL SOCIETY OF THE GREATER CENTRAL PENNSYLVANIA AREA linked successfully with your account". The background shows a "My Registrations" section with a table that is currently empty, displaying "No data available in table". Below that is a "My Activity" section with a search bar and a table of activities.

Request	Entity Name	Status	Certificate #	Category	Effective Date	Expiration Date
No data available in table						

Application Number	Certificate No	Entity Name	Description	Status	Action
AA0001365107		YOUTH AND DRUG COUNCIL, INC.	Charitable Organization Registration Statement (BCO-10)	Submitted	
AA0001364927		ELIMINATE HOMELESS	Charitable Organization Registration Statement (BCO-10)	Submitted	