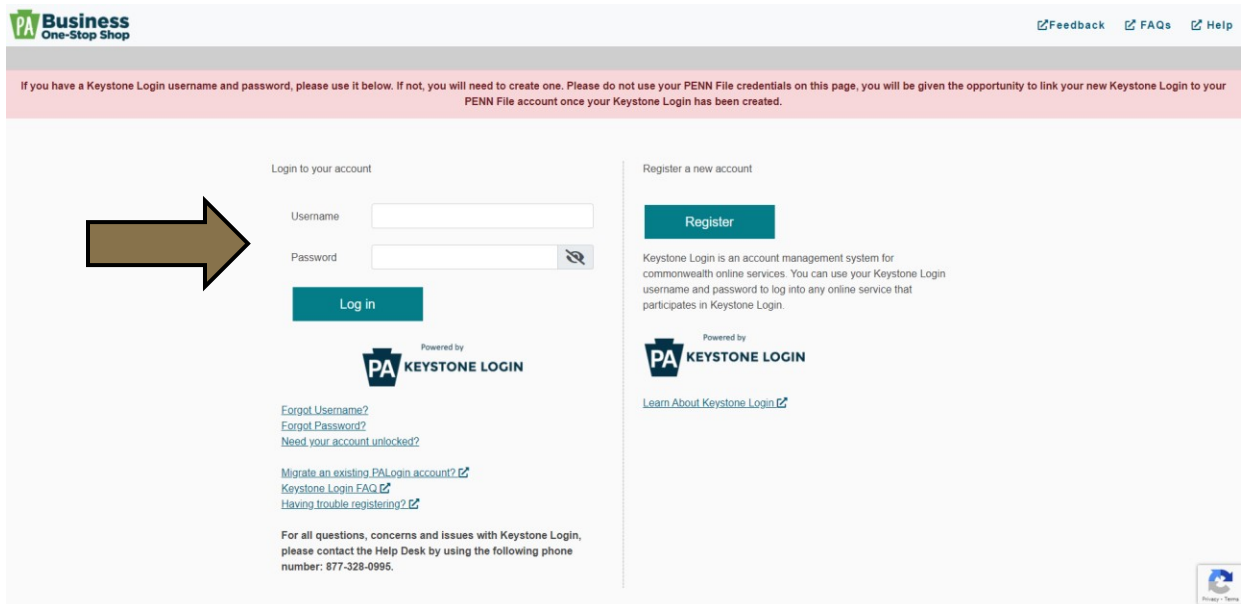


How to Purchase Business Documents in Business Filing Services

Purpose: Use this guide to purchase previously filed documents (e.g., formation documents, amendments, annual reports, subsistence certificates/certificates of registration, also known as good standing, etc.) in Business Filing Services.

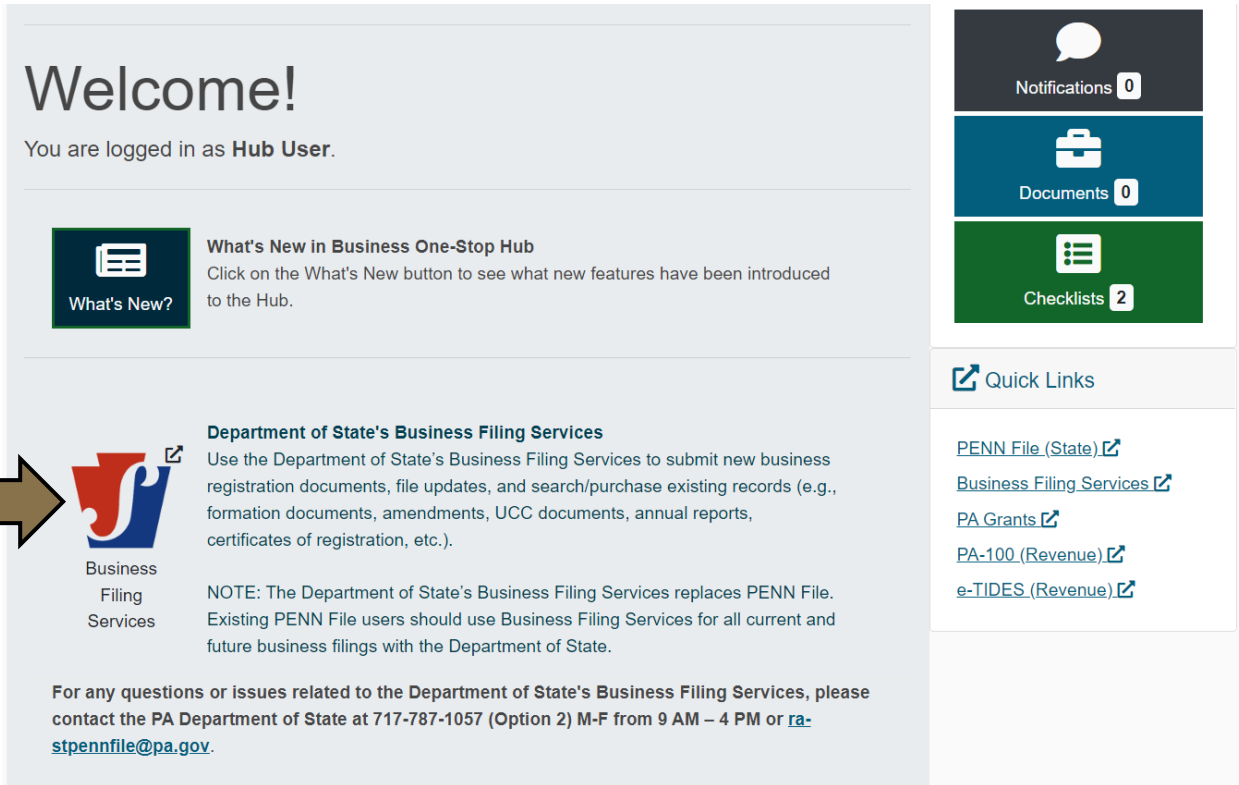
Step 1: Go to <https://hub.business.pa.gov>. Enter your username and password. Click *Log in*. New users should register for an account by clicking the *Register* button on the right. [Click here](#) for additional assistance with registering as a new user in the Hub. **NOTE:** The Business Hub utilizes Keystone Login. If you have an existing Keystone Login from another Commonwealth system associated with your email address, use your existing information to *Log in*.



The screenshot shows the PA Business One-Stop Shop website interface. At the top left is the logo, and at the top right are links for Feedback, FAQs, and Help. A pink banner below the header contains a message about Keystone Login credentials. The main content area is split into two columns. The left column, titled 'Login to your account', features input fields for Username and Password, a 'Log in' button, and links for 'Forgot Username?', 'Forgot Password?', 'Need your account unlocked?', 'Migrate an existing PALogin account?', 'Keystone Login FAQ', and 'Having trouble registering?'. The right column, titled 'Register a new account', features a 'Register' button, a paragraph explaining Keystone Login, and a link to 'Learn About Keystone Login'. A 'Privacy Terms' icon is located in the bottom right corner of the page.

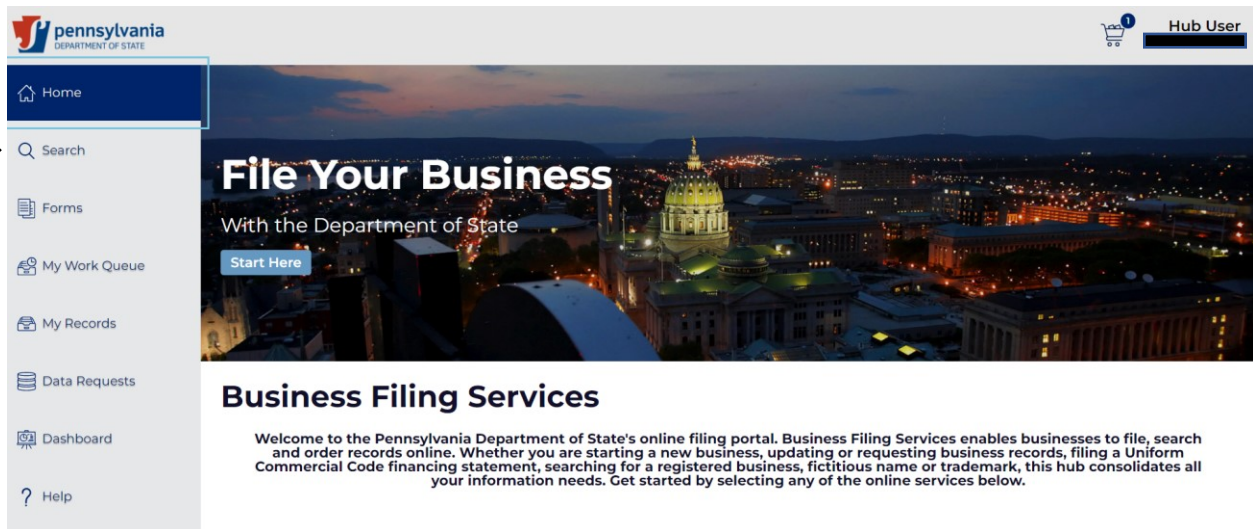
How to Purchase Business Documents in Business Filing Services

Step 2: Click the *Business Filing Services* logo. **NOTE:** This will open in a separate tab.



The screenshot shows the Business One-Stop Hub dashboard. On the left, a large brown arrow points to the 'Business Filing Services' logo, which consists of a stylized 'P' and 'S' in red and blue. The dashboard includes a 'Welcome!' message, a 'What's New?' section, a 'Department of State's Business Filing Services' section with a note, and a 'Quick Links' section on the right with links to 'PENN File (State)', 'Business Filing Services', 'PA Grants', 'PA-100 (Revenue)', and 'e-TIDES (Revenue)'. A notification bell icon shows 0 notifications, a briefcase icon shows 0 documents, and a checklist icon shows 2 checklists.

Step 3: Click *Search*.



The screenshot shows the Pennsylvania Department of State Business Filing Services portal. A large brown arrow points to the 'Search' option in the left-hand navigation menu. The main content area features a banner for 'File Your Business' with a 'Start Here' button, and a section for 'Business Filing Services' with a welcome message. The top right corner shows the user is logged in as 'Hub User'.

How to Purchase Business Documents in Business Filing Services

Step 4: Type in your business name and click the *Search icon*.


PA An Official Pennsylvania Government Website

Business UCC Trademark CROP

Hub User

Business Search

As of 09/22/2022 we have processed all business filings received in our office through 09/21/2022.

Business Search Info:  **Advanced**

Results: 22

Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
WAL-MART ASSOCIATES, INC. (2717130)	09/30/1996	Active	DELAWARE	CT Corporation System
Walmart Claims Services, Inc. (2552000)	10/27/1993	Active	ARKANSAS	CT Corporation System

https://www.dos.pa.gov/Pages/default.aspx

Step 5: Click your business name in the search results.


PA An Official Pennsylvania Government Website

Business UCC Trademark CROP

Hub User

Business Search

As of 09/22/2022 we have processed all business filings received in our office through 09/21/2022.

Business Search Info:  **Advanced**

Results: 22

Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
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Walmart Claims Services, Inc. (2552000)	10/27/1993	Active	ARKANSAS	CT Corporation System

https://www.dos.pa.gov/Pages/default.aspx

How to Purchase Business Documents in Business Filing Services

Step 6: Click *Request Certificate*.

Business Search

As of 09/22/2022 we have processed all business filings received in our office through 09/21/2022.

Business Search Info:

walmart

Advanced

Results: 22

Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
WAL-MART ASSOCIATES, INC. (2717130)	09/30/1996	Active	DELAWARE	CT Corporation System
Walmart Claims Services, Inc.	10/27/1993	Active	ARKANSAS	CT Corporation System

Walmart Claims Services, Inc. (2552000)

File Amendment | Request Certificate

Initial Filing Date: 10/27/1993
 Status: Active
 Formed In: ARKANSAS
 Filing Type: Foreign Business Corporation
 Registered Office: CT Corporation System
 County: Dauphin
 Officers: President MAXWELL K KOONCE
 DEPT 8687702 SW 8TH ST
 BENTONVILLE AR 72716-6209
 Vice President JAMES C LEAK
 DEPT 8687702 SW 8TH ST
 BENTONVILLE AR 72716-6209

Step 7: Click *Next Step*.

Business Orders

- Entity Details
- Request Details
- Processing Fee
- Submit

Entity Details

Entity Name: Walmart Claims Services, Inc.

Entity No.: 0002552000

File Date: 10/27/1993

Entity Type: Foreign Business Corporation

Entity Status:

Save Draft | Next Step

How to Purchase Business Documents in Business Filing Services

Step 8: Select the type of document you wish to purchase in the dropdown menu, follow the screen prompts, and click *Next Step*. **NOTE:** If making a Copy Request (e.g., formation documents, amendments, etc.), you must select whether you want plain or certified copies and, **while leaving the white search box empty**, click the blue *Search* button to view all available documents. After clicking *Search*, in the resulting list, click the document(s) you wish to purchase and click *Save and Close*. Formation documents (e.g., Articles of Incorporation, Certificates of Organization, Fictitious Name Registrations, etc.) are listed in the system as Initial Filings. Then, click *Next Step*.

- **Index Report (Plain and Certified) ***: Used to obtain a listing of all filings previously submitted. It does not display any additional data, such as organizer names or business details. If seeking a copy of the initial formation documents, signatures, and/or names of organizers, complete a Copy Request. The fee for a plain copy is \$15.
- **Subsistence Certificate:** Often referred to as a Good Standing Certificate. For foreign registered entities the Subsistence Certificate is referred to as a Certificate of Registration. The fee is \$40.
- **Engrossed Certificate:** Used to create a custom-worded, Secretary of State stamped certificate, if the other options aren't applicable. The fee is \$125.
- **Copy Request (Plain and Certified) ***: Used to purchase formation documents, amendments, and any other documents previously submitted on behalf of the business. **NOTE:** After selecting *Copy Request* you must select whether you want plain or certified copies and, **while leaving the white search box empty**, click the blue *Search* button to view all available documents. In the resulting list, click the document(s) you wish to purchase and click *Save and Close*. **Formation documents (e.g., Articles of Incorporation, Certificates of Organization, Fictitious Name Registrations, etc.) are listed in the system as "Initial Filing"**.

***Plain and Certified:** A plain copy can be used for most purposes unless a certified copy is specifically requested. A certified copy is a plain copy that includes a certification letter digitally stamped and signed by the Secretary of State. The fee to certify a document is \$40.

How to Purchase Business Documents in Business Filing Services

Step 9: Review the fees for your order and click *Next Step*.

The screenshot shows the Pennsylvania Department of State Business Filing Services interface. On the left sidebar, the 'Forms' menu is active, and the 'Processing Fee' checkbox is checked. The main content area displays 'Processing Fee Information' with a fee of \$3.00 per page. A 'Next Step' button is highlighted with a large arrow pointing to it.

Processing Fee Information
All fees are required at the time of submission. The fees of the Bureau are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.

Processing Fee: \$3.00 per page

If the images are on microfilm, there will be an additional \$15.00 search fee.

You can go to My Work Queue to view and print your document(s).

All fees may be paid by Visa, Mastercard, or Customer Deposit Account.

VISA **Mastercard**

If you have a deposit account with the Pennsylvania Department of State that has sufficient funds available, the deposit account may be used for payment.

Save Draft Previous Step **Next Step**

Step 10: Click *Submit*.

The screenshot shows the Pennsylvania Department of State Business Filing Services interface. On the left sidebar, the 'Forms' menu is active, and the 'Submit' checkbox is checked. The main content area displays 'File Online' with instructions to click 'Submit' to submit and pay for the order. A 'Submit' button is highlighted with a large arrow pointing to it.

File Online

Click **Submit** to submit and pay for your order with a Visa or Mastercard.

You can go to My Work Queue to view and print your document(s).

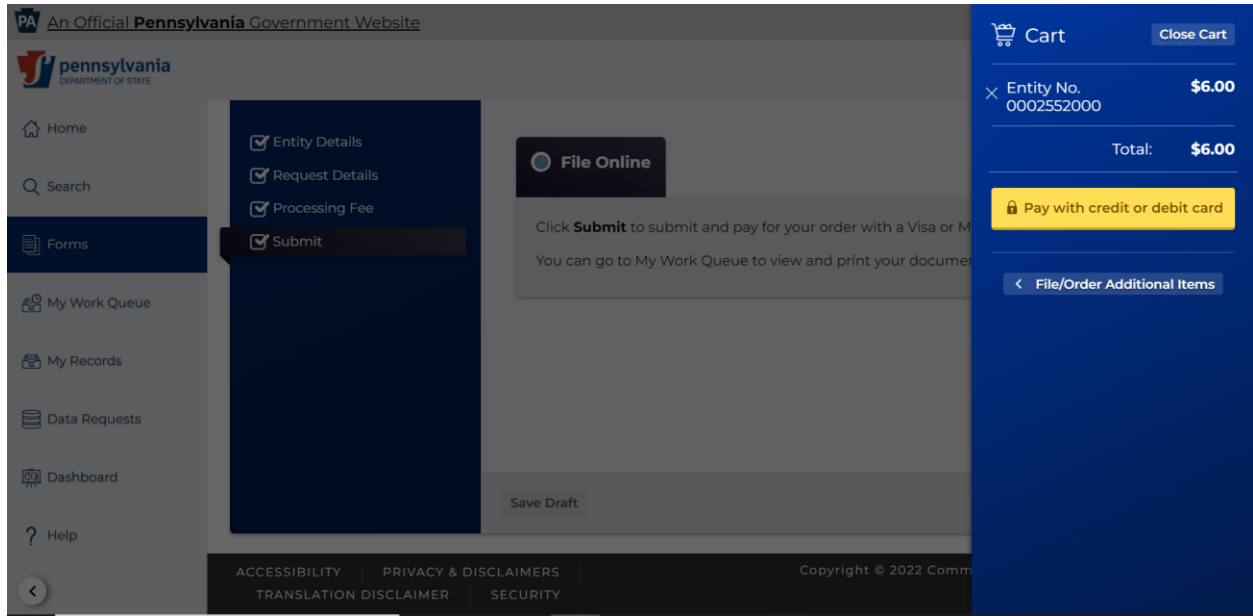
Save Draft Previous Step **Submit**

ACCESSIBILITY | PRIVACY & DISCLAIMERS | SECURITY
TRANSLATION DISCLAIMER

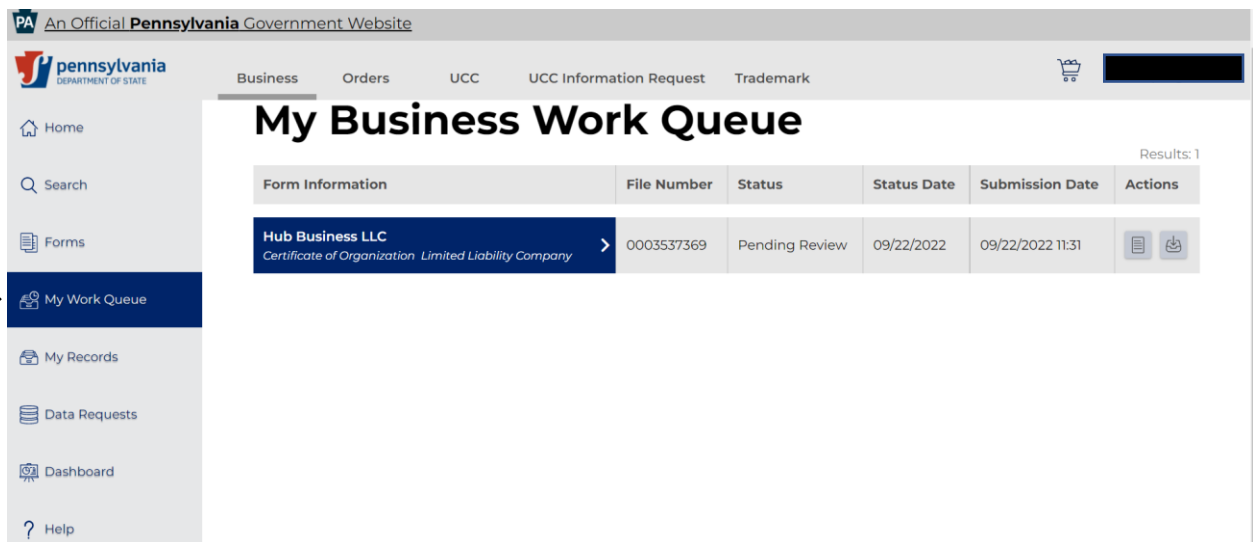
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How to Purchase Business Documents in Business Filing Services

Step 11: Click *Pay with credit or debit card* to complete your order.



Step 12: Once your purchase is complete, use My Work Queue to view your order status and access your document(s) when available. To do so, start by clicking My Work Queue on the left.



How to Purchase Business Documents in Business Filing Services

Step 13: Click *Orders* at the top to view your pending and available orders.

The screenshot shows the Pennsylvania Department of State website interface. The top navigation bar includes 'Business', 'Orders', 'UCC', 'UCC Information Request', and 'Trademark'. The 'Orders' tab is selected. The main content area is titled 'My Orders Work Queue' and displays a table with two rows of 'Copy Request Business Orders'. A brown arrow points to the 'Orders' tab in the top navigation bar.

Form Information	File Number	Status	Status Date	Submission Date	Actions
Copy Request Business Orders	003283021	Approved	10/26/2022	N/A	
Copy Request Business Orders	002644926	Pending	10/26/2022	N/A	

Step 14: Once the status is approved, click *View Downloads*.

The screenshot shows the Pennsylvania Department of State website interface. The top navigation bar includes 'Business', 'Orders', 'UCC', 'UCC Information Request', and 'Trademark'. The 'Orders' tab is selected. The main content area is titled 'My Orders Work Queue' and displays a table with two rows of 'Copy Request Business Orders'. A brown arrow points to the 'View Downloads' icon in the 'Actions' column of the first row.

Form Information	File Number	Status	Status Date	Submission Date	Actions
Copy Request Business Orders	003283021	Approved	10/26/2022	N/A	
Copy Request Business Orders	002644926	Pending	10/26/2022	N/A	

How to Purchase Business Documents in Business Filing Services

Step 15: Finally, click *Results.zip* to download and open your document(s).

The screenshot displays the 'My Orders Work Queue' interface. On the left is a navigation menu with options like Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, and Help. The main content area features a table with columns: Form Information, File Number, Status, Status Date, Submission Date, and Actions. Two rows are visible, both for 'Copy Request Business Orders'. The first row has a status of 'Approved' and the second 'Pending'. To the right, a 'Copy Request Business Orders' sidebar shows 'Available Downloads' with three items: 'Form 10/26/2022', 'Results.zip 10/26/2022', and 'Receipt 10/26/2022'. A large brown arrow points to the 'Results.zip' item.

Form Information	File Number	Status	Status Date	Submission Date	Actions
Copy Request Business Orders	003283021	Approved	10/26/2022	N/A	[Icons]
Copy Request Business Orders	002644926	Pending	10/26/2022	N/A	[Icons]