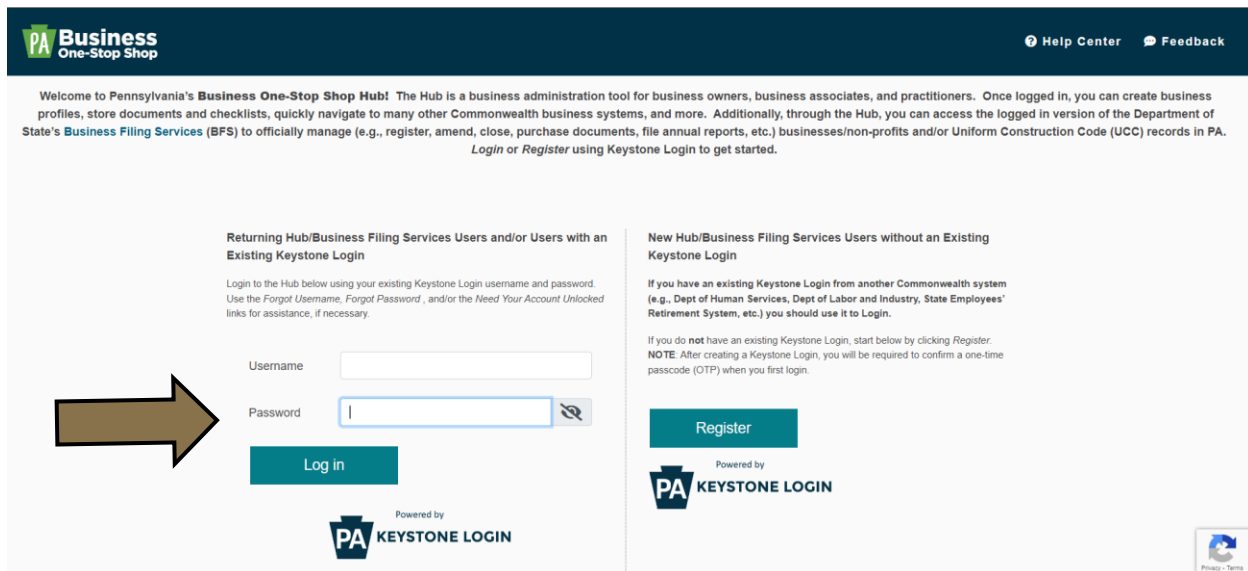


## How to Create a Business Profile in the Business Hub

**Purpose:** Use this guide to create a business profile in the Business One-Stop Shop Hub for your new or existing business. **NOTE: This does NOT officially register or update your business with the Department of State.**

**Step 1:** Go to <https://hub.business.pa.gov> or <http://www.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 Business One-Stop Shop Hub login page. At the top, there is a dark blue header with the PA Business One-Stop Shop logo on the left and 'Help Center' and 'Feedback' links on the right. Below the header, a welcome message states: 'Welcome to Pennsylvania's Business One-Stop Shop Hub! The Hub is a business administration tool for business owners, business associates, and practitioners. Once logged in, you can create business profiles, store documents and checklists, quickly navigate to many other Commonwealth business systems, and more. Additionally, through the Hub, you can access the logged in version of the Department of State's Business Filing Services (BFS) to officially manage (e.g., register, amend, close, purchase documents, file annual reports, etc.) businesses/non-profits and/or Uniform Construction Code (UCC) records in PA. Login or Register using Keystone Login to get started.'

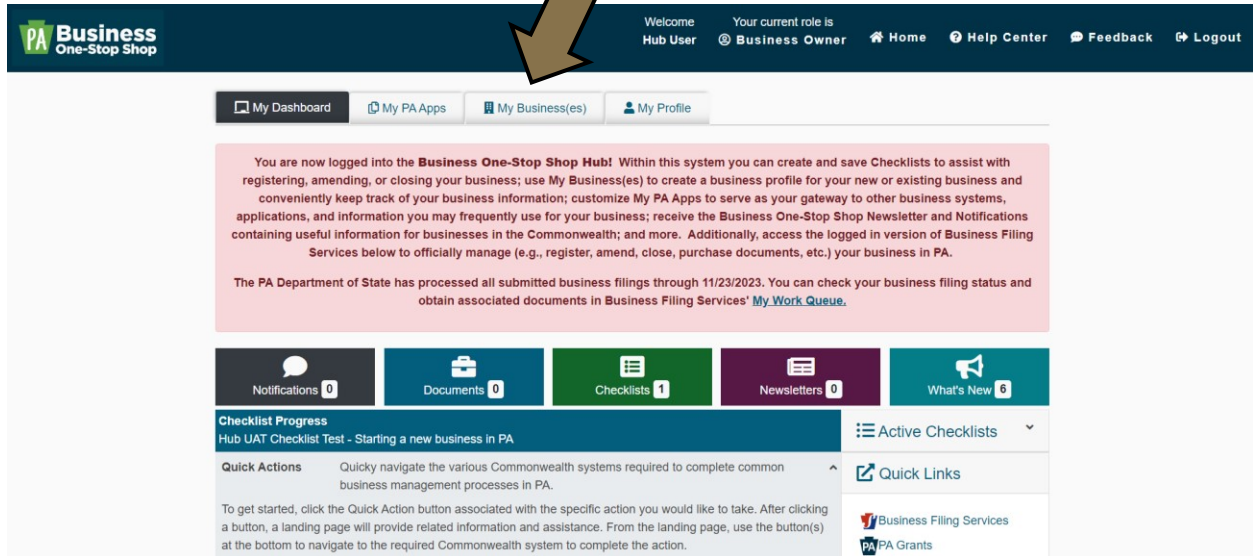
The main content area is divided into two columns. The left column is titled 'Returning Hub/Business Filing Services Users and/or Users with an Existing Keystone Login'. It contains instructions: 'Login to the Hub below using your existing Keystone Login username and password. Use the *Forgot Username*, *Forgot Password*, and/or the *Need Your Account Unlocked* links for assistance, if necessary.' Below this are two input fields: 'Username' and 'Password'. A large brown arrow points to the 'Username' field. Below the fields is a teal 'Log in' button. At the bottom of this column is the 'Powered by PA KEYSTONE LOGIN' logo.

The right column is titled 'New Hub/Business Filing Services Users without an Existing Keystone Login'. It contains instructions: 'If you have an existing Keystone Login from another Commonwealth system (e.g., Dept of Human Services, Dept of Labor and Industry, State Employees' Retirement System, etc.) you should use it to Login.' and 'If you do not have an existing Keystone Login, start below by clicking Register. NOTE: After creating a Keystone Login, you will be required to confirm a one-time passcode (OTP) when you first login.' Below this is a teal 'Register' button. At the bottom of this column is the 'Powered by PA KEYSTONE LOGIN' logo.

At the bottom right of the page, there is a small 'Privacy Terms' link with a circular arrow icon.

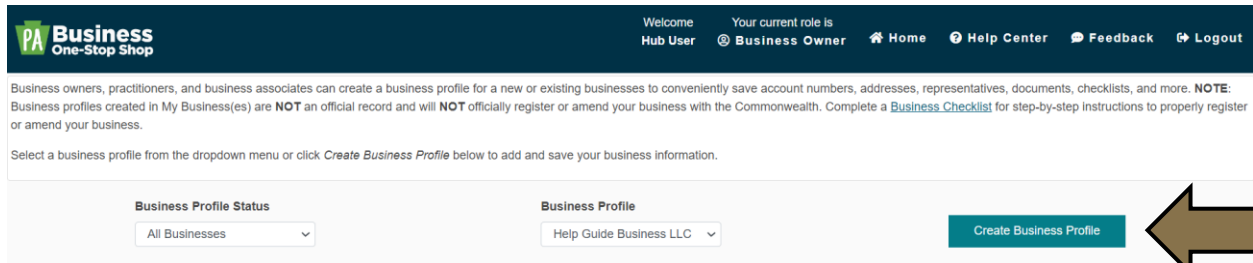
## How to Create a Business Profile in the Business Hub

**Step 2:** Click the *My Business(es)* tab.



The screenshot shows the Business One-Stop Shop Hub dashboard. At the top, there is a dark blue header with the PA Business One-Stop Shop logo on the left and user information on the right: "Welcome Hub User", "Your current role is Business Owner", and navigation links for Home, Help Center, Feedback, and Logout. Below the header is a navigation bar with four tabs: "My Dashboard", "My PA Apps", "My Business(es)", and "My Profile". A large brown arrow points to the "My Business(es)" tab. Below the navigation bar is a pink informational banner with text about logging into the Business One-Stop Shop Hub and accessing Business Filing Services. Underneath the banner is a row of five colored boxes representing different metrics: Notifications (0), Documents (0), Checklists (1), Newsletters (0), and What's New (6). Below this row is a "Checklist Progress" section for "Hub UAT Checklist Test - Starting a new business in PA", which includes a "Quick Actions" section and a "Quick Links" section with links for "Business Filing Services" and "PA Grants".

**Step 3:** Click the *Create Business Profile* button. **NOTE:** This is for both new and existing businesses to create a business profile.



The screenshot shows the "Create Business Profile" page. It features the same dark blue header as the previous screenshot. Below the header is a white informational banner with text explaining that business owners, practitioners, and business associates can create a business profile for new or existing businesses. It includes a note that profiles created in My Business(es) are not official records and will not be officially registered or amended with the Commonwealth. Below the banner, there are two dropdown menus: "Business Profile Status" (set to "All Businesses") and "Business Profile" (set to "Help Guide Business LLC"). To the right of these dropdowns is a blue button labeled "Create Business Profile". A large brown arrow points to this button.

## How to Create a Business Profile in the Business Hub

**Step 4:** Select your business structure and enter your legal name. If you operate under any other business names, click *Yes* and provide them. You can add multiple operating names.  
**NOTE:** If your business is not yet registered you can click *Check Name Availability* to determine if the name is available for use in PA. After providing the requested information, click *Save & Continue* at the bottom of the screen to progress through each section displayed on the left.

**Step 5:** Existing businesses can enter their Department of State Entity/File number and Date of Registration for their legal business entity as well as any additional business names under which they operate. If you are unsure of this information, you can find it by searching the business name in [Business Filing Services' public business name search](#). **NOTE:** New businesses that have not yet registered can skip this screen and provide the information after their business profile is created. Click *Save & Continue*.

## How to Create a Business Profile in the Business Hub

**Step 6:** Click *Add Phone Number* to add a phone contact. Click *Add Email* to add an email contact. Add any additional phone numbers and email addresses associated with the business by clicking *Add Phone Number* and *Add Email*. When you are finished, click *Save & Continue*.

**Step 7:** Click *Add Details* to add business operation information and click *Save*. Click *Add Business Activity* to add business activity information and click *Save*. Then, click *Save & Continue*.

## How to Create a Business Profile in the Business Hub

**Step 8:** Click *Add Details* to add business tax information. Click *Yes* if the business has any state business tax accounts, provide the requested account information, and click *Save*. Then, click *Save & Continue*.

PA Business One-Stop Shop

Welcome Hub User Your current role is Business Owner Home Help Center Feedback Logout

### Tax Information

Business Name/Structure Info\*  
 Business Details  
 Contact Information\*  
 Business Operations  
**Tax Information**  
 Addresses\*  
 Representatives\*  
 Additional Information

Provide the business's Federal Employer Identification Number (FEIN) and select your federal filing status. If the business does not yet have a FEIN, please select that option. If you have any state tax accounts, you can also add information about them here. NOTE: If you are unsure of your state tax account information, find it by logging into your account through the Department of Revenue's myPATH system.

FEIN	Federal Filing Status	PATH ID	Edit
Click <i>Add Details</i> to add general tax information.			

Add details

Does the Business have State tax accounts (e.g., Sales tax, Employer Withholding, etc.)?  
 Yes  No

Save & Continue Back to Business Operations

**Step 9:** Click *Add Address* to add a business address. Provide the requested information and click *Verify & Save*. You will then be prompted to verify the address against USPS records. Then, click *Save & Continue*. **NOTE:** You can choose a suggested address or use the address as entered.

PA Business One-Stop Shop

Welcome Hub User Your current role is Business Owner Home Help Center Feedback Logout

### Addresses

Business Name/Structure Info\*  
 Business Details  
 Contact Information\*  
 Business Operations  
 Tax Information  
**Addresses\***  
 Representatives\*  
 Additional Information

Adding or editing an address here will not update your business address information if it is registered in other agency systems. Be sure to visit the appropriate state agency(ies) and/or organization(s) where you may have registered your business to update your information in those applications.

Type	Address	County	Municipality
Click <i>Add Address</i> to add address information.			

Add Address

\*Note: Business should have at least one active address.

Save & Continue Back to Tax Information

## How to Create a Business Profile in the Business Hub

**Step 10:** You will be automatically added as a Representative under your current role. If there are other representatives (e.g., other owners, practitioners, or associates) you can add them at this time by clicking *Add Representative*. If there are no other representatives to add, click *Save & Continue*. **NOTE:** You have the option to add additional representatives later by editing the business profile.

Business Name/Structure Info\*  
Business Details  
Contact Information\*  
Business Operations  
Tax Information  
Addresses\*  
**Representatives**  
Additional Information

Welcome Hub User    Your current role is Business Owner    Home    Help Center    Feedback    Logout

### Representatives

Add the business representative information below and click Save Changes. NOTE: An email message will be sent to the new representative. They will be required to create their own Business Hub account and accept your request to be added to the business

Name	Email	Relationship	Position Type	Send Invitation	Invitation Status	Permission	Edit	Remove
Hub User	hubuattesting2024@gmail.com	Owner	Other	Not Applicable	Accepted	Full Access		

Add Representative

Save & Continue    Back to Business Addresses

**Step 11:** Click *Add Additional Information* to provide a few remaining pieces of information and click *Save*. Then, click *Save & Continue to My Business(es)*.

Business Name/Structure Info\*  
Business Details  
Contact Information\*  
Business Operations  
Tax Information  
Addresses\*  
Representatives\*  
**Additional Information**

Welcome Hub User    Your current role is Business Owner    Home    Help Center    Feedback    Logout

### Additional Information

You can add additional information about the business below

Information in this section is pulled from checklists you may have completed and linked to the business profile. You can also add or edit additional information below by clicking *Add Additional Information*

Add Additional Information

Save & Continue to My Business(es)    Back to Business Representative

## How to Create a Business Profile in the Business Hub

**Step 12:** Your business profile is now active! If you have multiple business profiles you can select them from the Business Profile dropdown menu. You can quickly navigate the business profile screen using the grey menu bar. Edit or remove information by using the *Edit* and *Remove* buttons on the right side of the screen.

**Step 13:** You can add additional information by using the *Add* buttons in each section of the Business Profile.