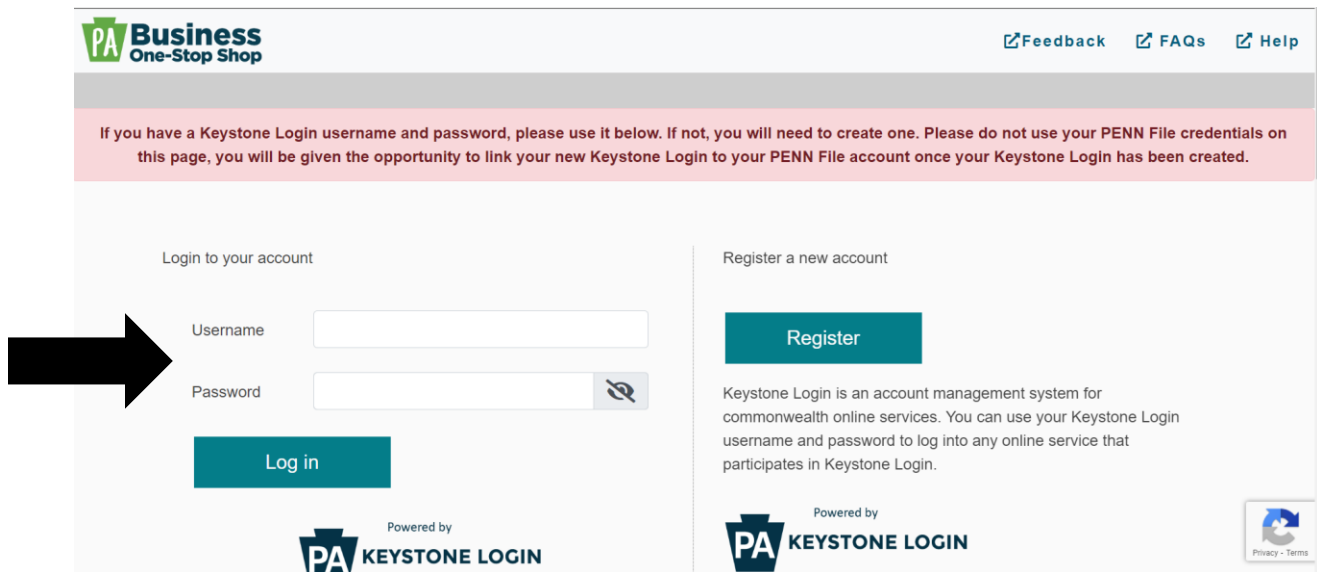


## How to Check the Status of a Transaction in Business Filing Services

**Purpose:** Use this guide to check the status of and/or download documents for a recent transaction in Business Filing Services (e.g., New/Amended Filings, Document Order Requests, UCC Filings, UCC Information Requests, and Trademarks).

**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 Business Filing Services login and registration interface. At the top left is the PA Business One-Stop Shop logo. At the top right are links for Feedback, FAQs, and Help. A pink banner contains a message: "If you have a Keystone Login username and password, please use it below. If not, you will need to create one. Please do not use your PENN File credentials on this page, you will be given the opportunity to link your new Keystone Login to your PENN File account once your Keystone Login has been created." Below the banner are two main sections: "Login to your account" and "Register a new account". The login section has fields for Username and Password, with a "Log in" button. A large black arrow points to the Username field. The registration section has a "Register" button and explanatory text about Keystone Login. At the bottom, both sections are powered by Keystone Login, with a "Privacy - Terms" link in the bottom right.

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

**Welcome!**  
You are logged in as **Hub User**.

**What's New?**  
What's New in **Business One-Stop Hub**  
Click on the What's New button to see what new features have been introduced to the Hub.

**Department of State's Business Filing Services**  
Use the Department of State's Business Filing Services to submit new business registration documents, file updates, and search/purchase existing records (e.g., formation documents, UCC documents, subsistence certificates/certificates of registration, etc.).  
**NOTE:** The Department of State's Business Filing Services replaces PENN File. Existing PENN File users should use Business Filing Services for all current and future business filings with the Department of State.

For any questions or issues related to the Department of State's Business Filing Services, please contact the PA Department of State at 717-787-1057 (Option 2) M-F from 9 AM – 4 PM or [ra-stpennfile@pa.gov](mailto:stpennfile@pa.gov).

**Notifications** 0  
**Documents** 0  
**Checklists** 2

**Quick Links**  
[PENN File \(State\)](#)  
[Business Filing Services](#)  
[PA Grants](#)  
[PA-100 \(Revenue\)](#)  
[e-TIDES \(Revenue\)](#)

**Step 3:** Click *My Work Queue*.

PA An Official Pennsylvania Government Website

Business Orders UCC UCC Information Request Trademark

**My Business Work Queue** Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
<b>Hub Business LLC</b> Certificate of Organization Limited Liability Company	0003537369	Pending Review	09/22/2022	09/22/2022 11:31	

## How to Check the Status of a Transaction in Business Filing Services

**Step 4:** Use the submenu at the top to select the proper work Queue:

- Click *Business* to view the status and/or download documents related to new and amended business filings.
- Click *Orders* to view the status and/or download documents related to existing business document purchases.
- Click *UCC* to view the status and/or download documents related to UCC filings.
- Click *UCC Information Request* to view the status and/or download documents related to UCC certified information requests.
- Click *Trademark* to view the status and/or download documents related to Trademark filings.

**NOTE:** Documents in the Work Queue will only be available for 60 days. If copies are needed beyond 60 days, they can be purchased for a fee. [Click here](#) for additional assistance with purchasing documents.

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### My Business Work Queue

Results: 1

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