

Business One-Stop Shop Hub

Online Portal for Businesses



The PA Business One-Stop Shop Hub is an online portal that guides businesses through the ins and outs of doing business in Pennsylvania. By signing up for a free account, you can:

- Connect your personal user profile to Keystone Login can can
- Create, edit, and save customized checklists with the steps for registering a specific business
- Set up business profiles and invite partners to view and update the information
- Find links to the state's online applications used to register a business in Pennsylvania
- Upload and manage Commonwealth business-related documents for easy access

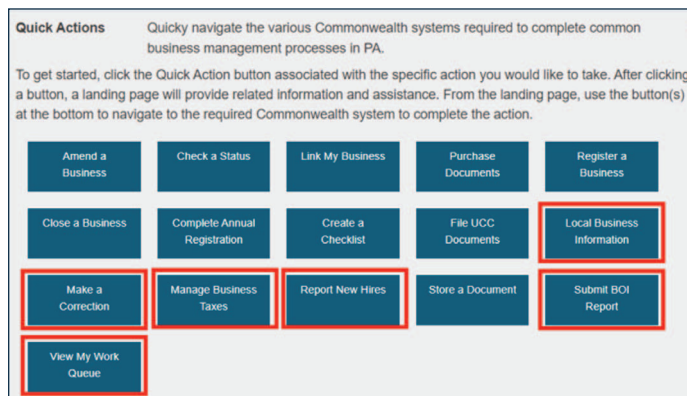
The PA Business One-Stop Shop is working to add more features and online applications to the Hub to make it easier for you to manage your business registrations and filings with the Commonwealth.

New Features — March 2024

The Following Updates and New Quick Action Buttons Have Been Made on the Dashboard

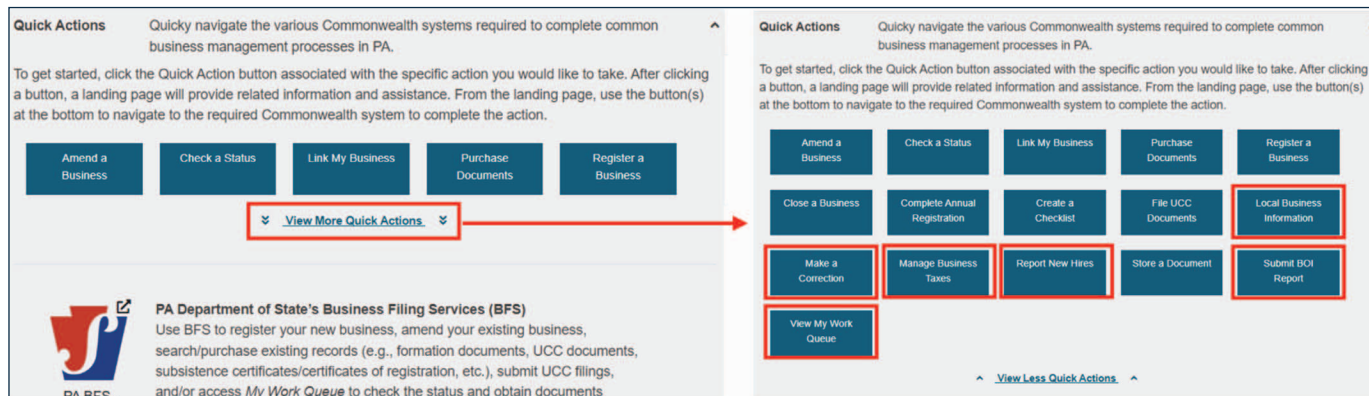
1. New *Quick Action* buttons and associated landing pages have been developed to help you:

- Local Business Information
- Make a Correction
- Manage Business Taxes
- Report New Hires
- Submit BOI Reports
- View My Work Queue



2. The top five *Quick Action* buttons will now be the default view on the dashboard.

You will be able to select *View More* to access all available buttons.



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The Following Update Has Been Made on the Dashboard

The Dashboard has been updated to include a link to the Commonwealth's PAYback application. PAYback is an online money-back guarantee system that allows residents, businesses, charities, and schools to check eligibility for a refund of their permit, license, or certification application fee and request a refund if eligible.

PA Department of State's Business Filing Services (BFS)
Use BFS to register your new business, amend your existing business, search/purchase existing records (e.g., formation documents, UCC documents, subsistence certificates/certificates of registration, etc.), submit UCC filings, and/or access *My Work Queue* to check the status and obtain documents associated with your business/UCC filing or record purchase. Click the *Business Filing Services* icon to get started.

For assistance with BFS, please contact the PA Department of State at 717-787-1057 (Option 2) M-F between 9 AM and 4 PM or RA-STPA-BUSFILINGSVCS@pa.gov.

PAYback
Use the Commonwealth's PAYback, an online money-back guarantee system that allows residents, businesses, charities, and schools to check eligibility for a refund of their permit, license, or certification application fee and request a refund if they believe they are eligible.

Using PAYback, Pennsylvania workers and businesses can see the standard processing time for each application, increasing certainty for Pennsylvanians doing business with the Commonwealth, and request a refund if their application is not processed within that timeframe.

Welcome to PAYback
This form is to help you check eligibility for a refund of permits, licenses, or certification application fees. It shouldn't take more than five minutes to complete. This tool helps you file a request for an agency to review your application.

I am a/an: Individual Business Charity School

Applicant Name *

Proceed

FAQ

Updates within the Help Center

The following updates have been made to the *Help Center*:

1. New navigation has been created. Available resources are now broken out into tabs, providing ease of use with a more streamlined look.

Business One-Stop Shop Help Center

The Pennsylvania Business One-Stop Shop has compiled a collection of help guides, videos and business licensing reference guides to assist businesses and entrepreneurs to start, grow, and operate a business in Pennsylvania. Continue to visit this page often as additional help guides, videos and business licensing reference guides will be added.

Search: Clear

Help Guides

- Create a Business Checklist and Save your Progress**
Use this guide to create a business checklist and link it to a business profile. Linking a checklist to a business profile activates the checklist progress status bar and allows you to save your checklist progress.
- Create a Business Profile in the Business Hub**
Use this guide to create a business profile in the Business One-Stop Shop Hub for your new or existing business.
- Create a Keystone Login Account**
Use this guide to create a Keystone Login Account to access the Business One-Stop Shop Hub.

PA Business One-Stop Shop Help Center

The PA Business One-Stop Shop Help Center was created to assist businesses and entrepreneurs to start, operate, and grow a business in Pennsylvania. Review our business licensing reference guides for assistance with licensing based on specific business activities. Our help guides will assist you navigate various agency systems, including the Business Hub, Business Filing Services, myPAID, and more. Our videos will assist you complete specific applications you may need to start and operate your business. Use our Find Business Experts tool to find local business experts to assist with your business needs. Get started by using the search function to find resources based on your specific needs, or scroll down to review all available help content.

Search: Clear

All Help Content 23

- Business Licensing Reference Guides** 18
- Help Guides** 28
- Videos** 12

Find Business Experts

Select Your County

Adams County

Find Experts

Business Licensing Reference Guides

- Animal Grooming**
Use this guide if you intend to open an animal grooming business. While there is no specific licensing for animal groomers, you can learn more about collecting sales tax as well as claiming sales tax exemptions.
- Auto Mechanics and Garages**
Use this guide if you intend to open an auto mechanic shop, garage, body shop, repair shop, or similar business. While there is no specific licensing for these types of businesses, you can learn more about collecting sales tax, sales tax exemptions, and becoming a state-registered business.
- Childcare Businesses**
Use this guide if you intend to open a childcare business. Learn more about childcare licensing as well as obtaining the necessary Child Protective Services Law clearance.
- Cleaning Businesses**
Use this guide if you intend to open a residential and/or commercial cleaning business. While there is no specific licensing for cleaning businesses, you can learn more about collecting sales tax as well as claiming sales tax exemptions as it relates to building cleaning services.

2. A new resource has been added. The *Find Business Experts* tab lets you to search by county for available local business networks, programs, and services.

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Finding Business Experts Near You

Getting connected to the right business mentors and experts is important and having someone local to talk to about your business provides many benefits. Read below to find out more about the local business networks, programs, and services available through our partners across Pennsylvania.

County: [County Economic Development Office](#)

Small Business Development Center: Shippensburg SBDC

The statewide Pennsylvania Small Business Development Centers (SBDCs) provide no-cost confidential consulting and low-cost training in proven management fundamentals, helping small business owners and potential entrepreneurs make sound decisions for the successful operation of their business or navigate the business acquisition process.

Key Services: Business Development, Business Operations, Business Planning, Market Research, Training

Contact Info

Phone: 717-477-1935
Email: sbdc@ship.edu

Score Mentors: Susquehanna SCORE

A nonprofit resource partner of the U.S. Small Business Administration (SBA), SCORE's experienced business mentors can provide your business with free, confidential, one-on-one business counseling and advice to strengthen your management and growth. With chapters across Pennsylvania, you can find a local business mentor ready to help advise you on online or in-person.

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Quick Edit Enabled for All Checklists

For Checklists that are not Linked to a Business Profile, the ability to quickly edit previously answered questions has been extended to all Checklist types. When you navigate to the *My Checklist* page, you will see the following three new updates:

1. Checklists that were started but never completed will contain an *Incomplete* status in the *View* column. By selecting the *Modify* icon, you will be able to answer questions from the start of the checklist.

Checklist Name	Legal Name	Fictitious Name	Business Structure	Creation Date	View	Modify	Convert to/View Business Profile	Remove From List
Quick Edit for Starting a new business in PA Starting a new business in PA			Business Corporations	2/14/2024 2:44:04 PM	Incomplete			

2. Checklists that have been completed will no longer have access to the *Modify* icon. By selecting the *View* icon, you will be able to access your completed checklist with the *Quick Edit* options.

Checklist Name	Legal Name	Fictitious Name	Business Structure	Creation Date	View	Modify	Convert to/View Business Profile	Remove From List
Quick Edit for Starting a new business in PA Starting a new business in PA	Tinsel Town	Tinsel Town	Business Corporations	2/14/2024 2:44:04 PM				

You have indicated:

- What would you like help with? Starting a new business in PA
- If you know the full address where you plan to do business in Pennsylvania, please enter it below. If not, please enter the zip code where you expect to do business.
Street Address: , City: , Zip: 17050 [Edit](#)
- In a few words, describe the primary activity(ies) of your business. For example, you could enter 'accountant' or 'bakery'. [Edit](#)
= (339999) Tinsel manufacturing
- Will you have employees? Yes [Edit](#)
- Please select all that apply to the business. The business will: Sell or lease taxable items [Edit](#)
- If you have an FEIN, please enter it below: , If you don't have one, please select the checkbox below: I don't have an FEIN [Edit](#)
- How would you like to structure your business Business Corporations [Edit](#)
- Enter the business legal name you would like: Tinsel Town [Edit](#)
- Will the business have multiple interested parties? No [Edit](#)
- Would you like to register for a fictitious name? Yes [Edit](#)
- What is the name you wish to use to conduct day-to-day business? Tinsel Town [Edit](#)
- Do you need to register for any special permits, authorizations, or licenses? I don't know [Edit](#)
- Please select each group you identify with so we can provide you the applicable list of resources and information: Prefer not to self-identify [Edit](#)



Enter the business legal name you would like:

It appears that this business name is still available in Pennsylvania. Please note that the name is not officially assigned until you have received communication of such from the Pennsylvania Department of State. Once this is officially your legal business name, no other business will be allowed to use it in the Commonwealth.

[Continue](#)

Need Help?
This is the name under which you wish to legally register your business. It is not necessarily the name under which you will be doing business, AKA fictitious name.
The legal name of a business typically contains a designator. The designator appears at the end of the business name and indicates the business entity type (e.g., corporation, incorporated, company, limited, limited liability company, or any abbreviation thereof, such as Inc or LLC). Be sure your designator matches the entity type you wish to register.
For a sole proprietorship, the legal name of your business is your first and last name.
Please note that the name you enter is subject to approval by the Commonwealth and may need to be changed if it is not available at the time you register.

3. Checklists that have been exited while using the Quick Edit option will update the View column status to *Editing*. By selecting the *Modify* icon, you will be able to answer questions from where the Checklist was exited.

Checklist Name	Legal Name	Fictitious Name	Business Structure	Creation Date	View	Modify	Convert to/View Business Profile	Remove From List
Quick Edit for Starting a new business in PA Starting a new business in PA	Tinsel Town	Tinsel Town	Business Corporations	2/14/2024 2:44:04 PM	Editing			

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