

COSTARS New User Registration

Purpose

Use this procedure to register as a new user in the COSTARS system.

Prerequisites

- Your contact information
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Website Path

Use the following website: www.dgs.pa.gov

Procedure

Create a Keystone Login Account

1. Go to www.dgs.pa.gov.
2. Scroll down and select **COSTARS**.
3. Select **Member Login**.
4. Select **New User Registration**.
5. You will be taken to the **Keystone Login** website.

Enter the following information:

- First Name
 - Last Name
 - Date of Birth
 - Email
 - Mobile Phone Number
 - Username
 - Password
 - Confirm Password
 - Three security questions and answers
6. Select **Register**.

You will receive an email from **PA Keystone Login** when your account is ready.

Log In to COSTARS

7. Go back to www.dgs.pa.gov.
 8. Scroll down and select **COSTARS**.
 9. Select **Member Login**.
 10. Enter the username and password you created.
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Link to Your Organization

11. You will be on the **COSTARS Membership** page.
 12. Find **Membership Association Request**.
 13. Enter your **Organization Name** or **COSTARS Member ID**.
 14. Select the **Self-Certification** box.
 15. Select **Submit Association Request**.
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Result

You are now listed on and have access to your organization's COSTARS account.