



Copy/Certification Request

Contents

- Copy/Certificate Request Overview – [Page 2](#)
 - How to Start a Request – [Page 3](#)
- Copy Request – [Page 5](#)
 - How to Access Requests – [Page 10](#)
 - Accessing Downloads – [Page 10](#)
 - Configuration – [Page 12](#)
- Index Report – [Page 13](#)
 - How to Access Request – [Page 17](#)
 - Configuration – [Page 19](#)
- Subsistence Certificate – [Page 20](#)
 - How to Access Request – [Page 23](#)
 - Configuration – [Page 25](#)
- Certificate of Registration – [Page 26](#)
 - How to Access Request – [Page 29](#)
 - Configuration – [Page 31](#)
- How to Verify a Certification – [Page 31](#)



Copy/Certificate Request Overview

Customer and Staff users can request and pay for a copy or certificate requests through the portal. This manual will go through the specific functionality for each of these items:

- Copy Request (Plain and Certified)
- Index Report (Plain and Certified)
- Subsistence Certificate
- Certificate of Registration

There is also a fee override section that is only available for staff members. This can be utilized on all copy and certificate requests.

The following options are also available for certain records, but that functionality is covered in separate training manuals.

- Engrossed Certificate ○ Refer to “No Record and Engrossed Certificate Training Document” manual for details on this functionality.
- Microfilm Document Replacement ○ Refer to “Microfilm Training Documents” manual for details on this functionality.
- No Record Certificates ○ Refer to “No Record and Engrossed Certificate Training Document” manual for details on this functionality.



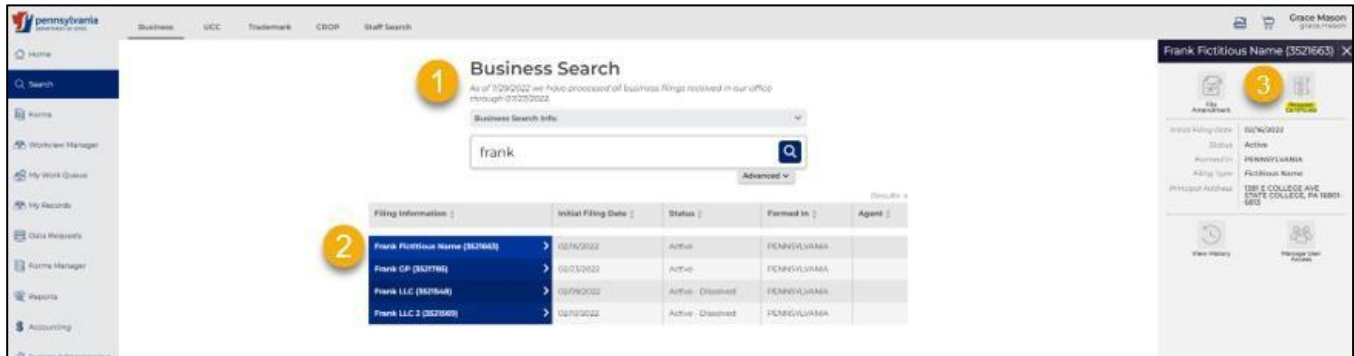
How To Start a Request

There are two different ways for a user (internal or external) to start a copy request.

Option 1: Business Search

Search¹ for the entity using the Business Search. Select the **record**² and the slide out drawer will appear. Select **Request Certificate**³ and the wizard will appear. This allows a user to request a copy/certificate for any record, even if they aren't the owner.

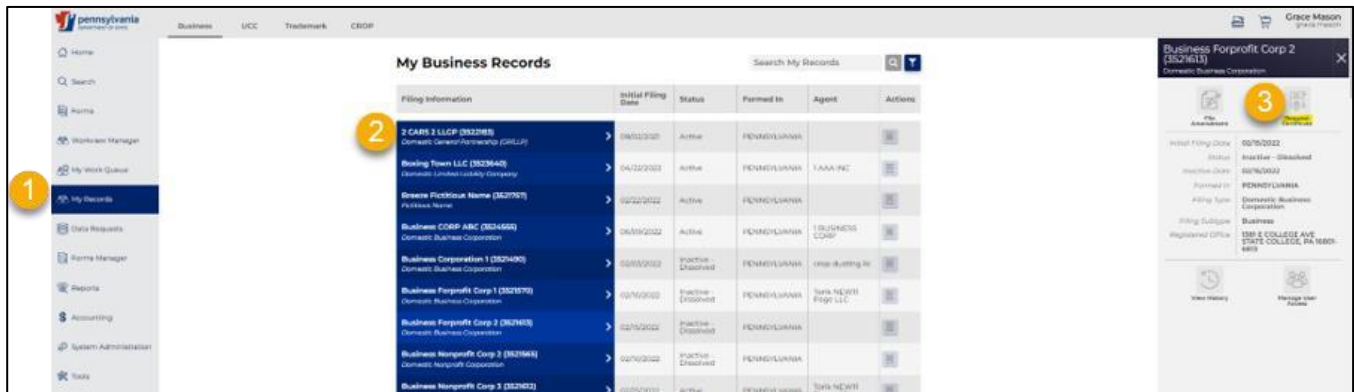
After selecting **Request Certificate** the user will automatically be navigated to the Business Orders wizard.



Option 2: My Business Record

Navigate to **My Records**¹ and select the required **record**² from the list of My Business Records. The slide out drawer will appear. Select **Request Certificate**³ and the wizard will appear. This allows a user to request a copy/certificate for their own records.

Once **Request Certificate** is selected, the user will automatically be navigated to the Business Orders wizard.





Accessibility Note

The user must be logged in to request a copy or certificate. All available request options will appear only when the user is logged in, as some require back-office review to be processed.

It is important to note that, since the user is logged in, the certificate will be saved in their My Work Queue, allowing them to download it at any time after submission.

Additionally, the four request types covered in this manual are automated processes unless staff intervention is needed. Once the customer submits the request, they will be able to access their outputs in the My Orders Work Queue within 5 minutes.



Copy Request

STEP 1:

Begin a copy request using **Option 1** or **Option 2** from the **How to Start a Request** section of this guide. The **Business Orders** wizard will open. The Entity Details page will only display the entities information, no changes can be made. After verifying the correct entity is displayed select **Next Step**¹.

The screenshot shows the 'Business Orders' wizard interface. On the left is a dark blue sidebar with a menu containing four items: 'Entity Details' (selected), 'Request Details', 'Processing Fee', and 'Submit'. The main content area is titled 'Entity Details' and contains the following fields:

- Entity Name:** LLC - Restricted Prof LLC
- Entity No.:** B2022000044
- File Date:** 01/05/2022 (with a calendar icon)
- Entity Type:** Domestic Limited Liability Company (dropdown menu)
- Entity Status:** Inactive - Terminated (dropdown menu)

At the bottom of the page, there is a toolbar with buttons for 'Save Draft', 'Preview Form', 'Import', and 'Export'. A yellow circle with the number '1' is overlaid on the 'Next Step' button, which is highlighted in blue.



STEP 2:

Select **Copy Request**¹ from the drop-down menu and select either a **plain** or **certified**² version.

Note, the difference between a plain and certified version is that a certified copy has an acknowledgement cover letter, additional fee, and an official stamp on all copies, the plain version is just a copy of the original images.

The screenshot shows the 'Business Orders' form. On the left is a navigation menu with 'Entity Details' checked and 'Request Details', 'Processing Fee', and 'Submit' unchecked. A yellow circle with the number '1' points to the 'Request Type' dropdown menu, which is currently set to 'Copy Request'. Below this, under the heading 'Copy Request', there is a paragraph of text explaining that certified copies are used as prima facie evidence. Further down, under 'Copies Request', there is a section titled 'Please select one' with two radio button options: 'Plain Copy Request' (which is selected) and 'Certified Copy Request'. A yellow circle with the number '2' points to these radio button options.

STEP 3:

Select the **Search**¹ option. This will open a **Document Search** popup that will generate a list of all **filings**² associated with this entity type.

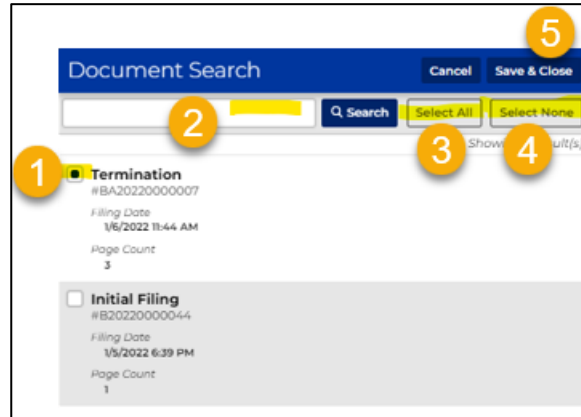
This screenshot shows a search input field with the text 'Click "Search" and choose the document(s) you want to receive.' above it. The input field is labeled 'Search for Documents' and contains a green checkmark icon. To the right of the input field is a blue button with a magnifying glass icon and the text 'Search'. A yellow circle with the number '1' points to the search input field.

This screenshot shows the 'Document Search' popup window. At the top, there are buttons for 'Cancel', 'Save & Close', and 'Search'. Below the search bar, there are buttons for 'Select All' and 'Select None'. The results section shows two items: 'Termination' and 'Initial Filing'. The 'Termination' item is expanded, showing its ID '#B20220000007', filing date '10/2022 8:44 AM', and page count '3'. The 'Initial Filing' item is collapsed, showing its ID '#B2022000004', filing date '10/2022 6:29 PM', and page count '1'. A yellow circle with the number '2' points to the list of results.



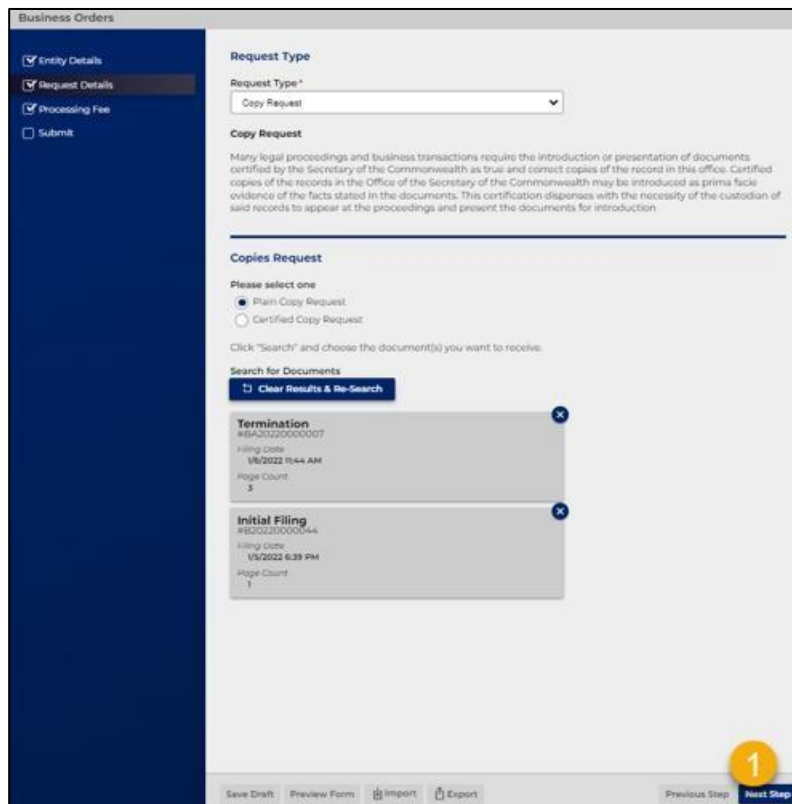
STEP 4:

A user can select one or more images using the **checkbox**¹ next to the document title. The user also has the option to type a specific **search**² request, **Select All**³, or **Select None**⁴ at the top of the window. Select the desired images, then select **Save & Close**⁵.



STEP 5:

The selected images are listed for review and verification. Select **Next Step**¹ in the bottom right corner.





STEP 6:

Select Next Step on the Processing Fee tab. The screen results will vary based on if it is a plain or certified request.

Results for plain request:


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.



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.

Results for certified request:


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: \$40.00 plus \$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.



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.



STEP 7:

Select **Submit**¹ and pay for request in checkout.

Business Orders

- Entity Details
- Request Details
- Processing Fee
- Submit**

File Online

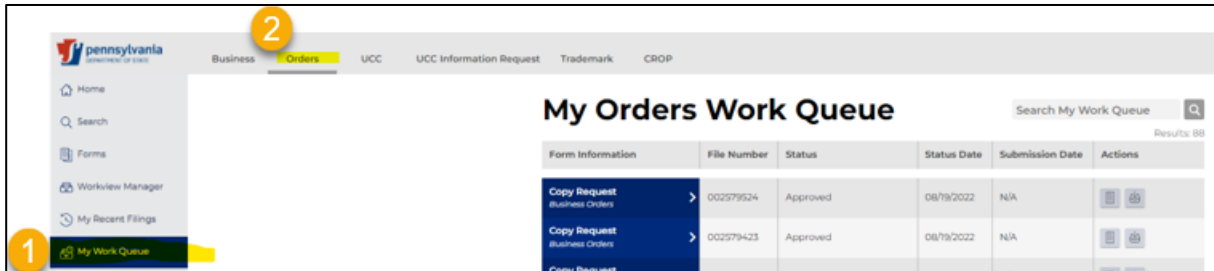
Click **Submit** to submit and pay for your order with a Visa or Mastercard.
You can go to My Work Queue to view and print your document(s).

Save Draft Preview Form Import Export

Previous Step **Submit**¹

How to Access Requests

Once the request has been paid for, the user will be able to download their copies, both plain and certified, under their **My Orders Work Queue**. To find this section, select the **My Work Queue**¹ tab and then the **Orders**².



Locate the desired request from the queue and select **View Download**¹.



Selecting the **View Downloads** tab will open the slide out drawer on the righthand side of the screen. Here the user will be able to download copies of their original Form, the Results.zip, and the Receipt of the request.

- **Form:** this is a copy of the original form that was generated with the request.
- **Receipt:** this is a receipt of the request.
- **Results.zip:** this is a compressed zip file that contains the requested copies



Accessing Downloads

To view copy requests, both plain and certified, the user must select the Results.zip file in the download section. This will download a compressed zip file that contains the requested copies. If the customer requested a certified copy, the ZIP file will contain both a certified copy of the image and a certified copy acknowledgement letter. If the customer requested a plain copy, the ZIP file will only contain copies of the requested images.



Example of the ZIP folder of a certified request:

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
0000911015	Microsoft Edge PDF Docu...	7 KB	No	8 KB	9%	6/27/2022 9:19 PM
Certified Copies Acknowledgme...	Microsoft Edge PDF Docu...	40 KB	No	46 KB	15%	6/27/2022 9:19 PM

Example of the ZIP folder of a plain request:

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
0000096701	Microsoft Edge PDF Docu...	7 KB	No	9 KB	24%	6/27/2022 9:36 PM

Outputs:

A plain copy will be a copy of the original image (refer to Appendix A for an example). A certified copy of an image (refer to Appendix B for an example) will have a Certificate Verification No. and Date stamped on the lefthand side of all copies, as well as a Certified Copy Acknowledgement cover letter (refer to Appendix C for an example).

Fee Structure:

Here is how the pay structure was set for copy request:

- If "Certified Copy Request" is selected, a \$40 certification fee is added.
- If "Plain Copy Request" is selected, there is no additional fee.
- There is a per page fee of \$3. The \$3 per page copy fee will appear for both plain and certified requests.

Example of a plain copy request fee:

Cart		Close Cart
×	Copy Request - Copy Fee	\$3.00
Total:		\$3.00

Example of a certified copy request fee:

Cart		Close Cart
	Copy Request - Certified	\$40.00
×	Copy Request - Copy Fee	\$3.00
Total:		\$43.00



Configuration

The following entity types are configured to have the **Copy Request** option in the **Request Type** dropdown. There are no status restrictions on a copy request, the option will appear for all status'.

- Authority
- County Orphan
- Domestic Business Corporation
- Domestic Business Trust
- Domestic Credit Union
- Domestic Financial Institution
- Domestic General Partnership (GP and LLGP subtypes)
- Domestic Land Bank
- Domestic Limited Liability Company
- Domestic Limited Partnership (LP and LLLP subtypes)
- Domestic Nonprofit Corporation
- Domestic Professional Association
- Fictitious Name
- Foreign Business Corporation
- Foreign Business Trust
- Foreign Limited Liability Company
- Foreign Limited Liability General Partnership
- Foreign Limited Partnership (LP and LLLP subtypes)
- Foreign Nonprofit Corporation
- Foreign Professional Association
- Name of Nonregistered Foreign Association
- Name Reservation
- Unincorporated Association Name
- Unincorporated Nonprofit Association



Index Report

The Index Report is used to list all parties associated with a record, as well as list of the records history.

Note, if there are no parties associated with the record, that section will appear blank on the form.

STEP 1:

Request an **Index Report** using Option 1 or Option 2 listed above under the **How to Start a Request** section. The Business Orders wizard will open. The Entity Details page will only display the entities information, no changes can be made. Once verified, select **Next Step**¹.

The screenshot shows the 'Business Orders' wizard interface. On the left is a dark blue sidebar with four menu items: 'Entity Details' (selected), 'Request Details', 'Processing Fee', and 'Submit'. The main content area is titled 'Entity Details' and contains the following fields:

- Entity Name:** LLC - LLC 3
- Entity No.:** B20220000062
- File Date:** 01/06/2022
- Entity Type:** Domestic Limited Liability Company
- Entity Status:** Active

At the bottom of the form, there are buttons for 'Save Draft', 'Preview Form', 'Import', and 'Export'. A yellow circle with the number '1' is overlaid on the 'Next Step' button, which is highlighted in blue.



STEP 2:

Select Index Report from the drop-down menu and select whether you would like a plain or certified version.

Note, the difference between a plain and certified version is that a certified version has an acknowledgement cover letter, additional fee, and an official stamp, whereas the plain version is just plain copy.

The screenshot shows a web form titled "Business Orders". On the left is a dark blue sidebar with a list of sections: "Entity Details" (checked), "Request Details" (highlighted), "Processing Fee", and "Submit". The main content area is titled "Request Type" and contains a dropdown menu with "Index Report" selected. Below this is a section titled "Index Report" with a descriptive paragraph: "An Index Report may be ordered to show a list of all filings made with the Department of State for a particular business entity or registration. The Index Report will list the officers for business or non-profit corporations, if any officers are on file. This report may be plain or certified." Underneath is a "Please select one" section with two radio buttons: "Plain" (unselected) and "Certified" (selected). At the bottom of the form are buttons for "Save Draft", "Preview Form", "Import", "Export", "Previous Step", and "Next Step".



STEP 3:

Select **Next Step** on the Processing Fee tab.

The Processing Fee will either be \$15 for plain or \$55 for certified based on what the user selects on the Request Details tab.

Business Orders

- Entity Details
- Request Details
- Processing Fee
- Submit

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: \$15.00

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.



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.

Business Orders


- Entity Details
- Request Details
- Processing Fee
- Submit

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: \$55.00

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.



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.



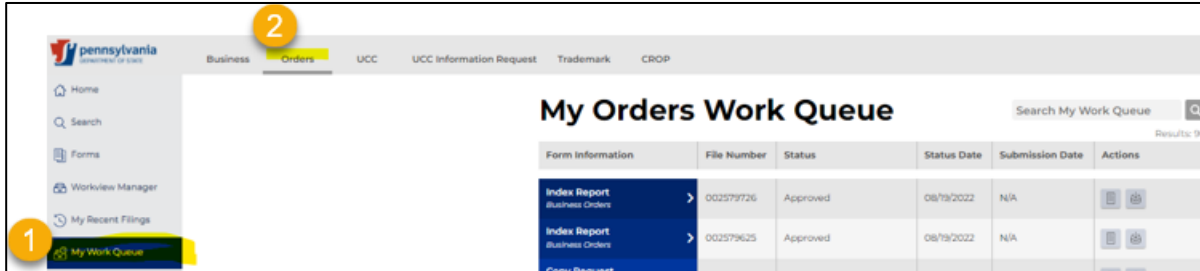
STEP 4:

Select **Submit**¹ and pay for request in checkout.

The screenshot displays the 'Business Orders' interface. On the left, a dark blue sidebar contains a list of steps: 'Entity Details', 'Request Details', 'Processing Fee', and 'Submit'. The 'Submit' step is highlighted with a white background. The main content area is light gray and features a 'File Online' button with a circular icon. Below the button, a text box instructs the user: '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)'. At the bottom of the interface, there is a navigation bar with buttons for 'Save Draft', 'Preview Form', 'Import', 'Export', 'Previous Step', and 'Submit'. A yellow circle with the number '1' is positioned above the 'Submit' button.

How to Access Request

Once the request has been paid for, the user will be able to download their **Index Report**, both plain and certified, under their **My Orders Work Queue**. To find this section, select the **My Work**¹ and then **Orders**².



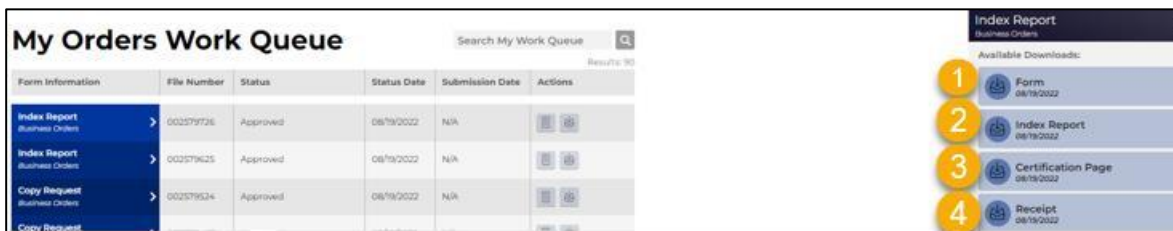
Locate the desired **request**¹ in the queue and select **View Download**².



Selecting the **View Downloads** tab will open the slide out drawer. Here the user will be able to download copies of their original Form, the Index Report, the Certification Page (if applicable) and the Receipt of the request.

- **Form**¹: this is a copy of the original form that was generated with the request.
- **Index Report**²: this is the actual requested report
- **Certification Page**³ (if applicable): this is a cover page that certifies the index report
- **Receipt**⁴: this is a receipt of the request.

View of a Certified Index Report Request:



View of a Plain Index Report Request:



Form Information	File Number	Status	Status Date	Submission Date	Actions
Index Report Business Orders	002579726	Approved	08/19/2022	N/A	[Icons]
Index Report Business Orders	002579625	Approved	08/19/2022	N/A	[Icons]
Copy Request	002579524	Approved	08/19/2022	N/A	[Icons]

Index Report
Business Orders

Available Downloads

- 1 Form 08/19/2022
- 2 Index Report 08/19/2022
- 4 Receipt 08/19/2022

Outputs:

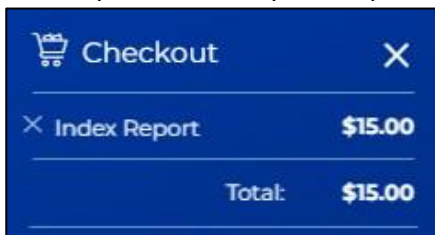
A plain copy will be a normal version of the index report (refer to Appendix F for an example). A certified version (refer to Appendix G for an example) will have a Certificate Verification No and Date stamped on the lefthand side, as well as a Certification Page (refer to Appendix H for an example).

Fee Structure:

Here is how the pay structure was set:

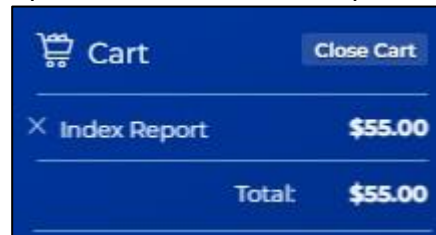
- If "Certified" is selected, the fee is \$55.
- If "Plain" is selected, the fee is \$15.

Example of a plain index report request:



Checkout	
Index Report	\$15.00
Total:	\$15.00

Example of a certified index report request:



Cart	
Index Report	\$55.00
Total:	\$55.00



Configuration

The following entity types are configured to have the **Index Report** option in the **Request Type** dropdown.

- Domestic Business Corporation
- Domestic Business Trust
- Domestic Credit Union
- Domestic Financial Institution
- Domestic General Partnership (LLGP subtype only)
- Domestic Land Bank
- Domestic Limited Liability Company
- Domestic Limited Partnership (LP and LLLP subtypes)
- Domestic Nonprofit Corporation
- Domestic Professional Association
- Fictitious Name
- Foreign Business Corporation
- Foreign Business Trust
- Foreign Limited Liability Company
- Foreign Limited Liability General Partnership
- Foreign Limited Partnership (LP and LLLP subtypes)
- Foreign Nonprofit Corporation
- Foreign Professional Association



Subsistence Certificate

The Subsistence Certificate is the equivalent of a Certificate of Status for domestic entities.

STEP 1:

Begin a certification request using Option 1 or Option 2 from the **How to Start a Request** section. The Business Orders wizard will open. The Entity Details page will only display the entities information, no changes can be made. Once verified, select **Next Step**¹.

Business Orders

- Entity Details
- Request Details
- Processing Fee
- Submit

Entity Details

Entity Name
Testamundo Corp

Entity No.
0003524037

File Date
05/09/2022

Entity Type
Domestic Business Corporation

Entity Status
Active

Save Draft Preview Form Import Export

1 Next Step



STEP 2:

Select **Subsistence Certificate**¹ from the drop-down menu and select **Next Step** to proceed.

The screenshot shows the 'Business Orders' form. On the left sidebar, the 'Request Details' tab is selected and highlighted with a yellow circle containing the number '1'. The main content area is titled 'Request Type' and features a dropdown menu with 'Subsistence Certificate' selected. Below this, the 'Subsistence Certificate' section contains a paragraph of text explaining the certificate's purpose.

Business Orders

- Entity Details
- Request Details
- Processing Fee
- Submit

Request Type

Request Type *

Subsistence Certificate

Subsistence Certificate

A Subsistence Certificate (similar to a Certificate of Good Standing) may be ordered to show that a domestic corporation, limited liability company, limited partnership, limited liability partnership, business trust or professional association exists as a matter of record in the Office of the Secretary of the Commonwealth and is authorized to conduct business in Pennsylvania. Unlike a Certificate of Good Standing, a Subsistence Certificate does not verify that the company is compliant with taxes, permits or obligations to other state agencies.

STEP 3:

Select **Next Step**¹ on the **Processing Fee** tab.

The screenshot shows the 'Business Orders' form with the 'Processing Fee' tab selected in the sidebar, highlighted with a yellow circle containing the number '1'. The main content area is titled 'Processing Fee Information' and includes details about the fee amount, payment methods, and a 'Next Step' button at the bottom right, also highlighted with a yellow circle containing the number '1'.

Business Orders

- Entity Details
- Request Details
- Processing Fee
- Submit



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: \$40.00

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.

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 Preview Form Import Export Previous Step **Next Step**



STEP 4:

Select **Submit**¹ and pay for request in checkout.

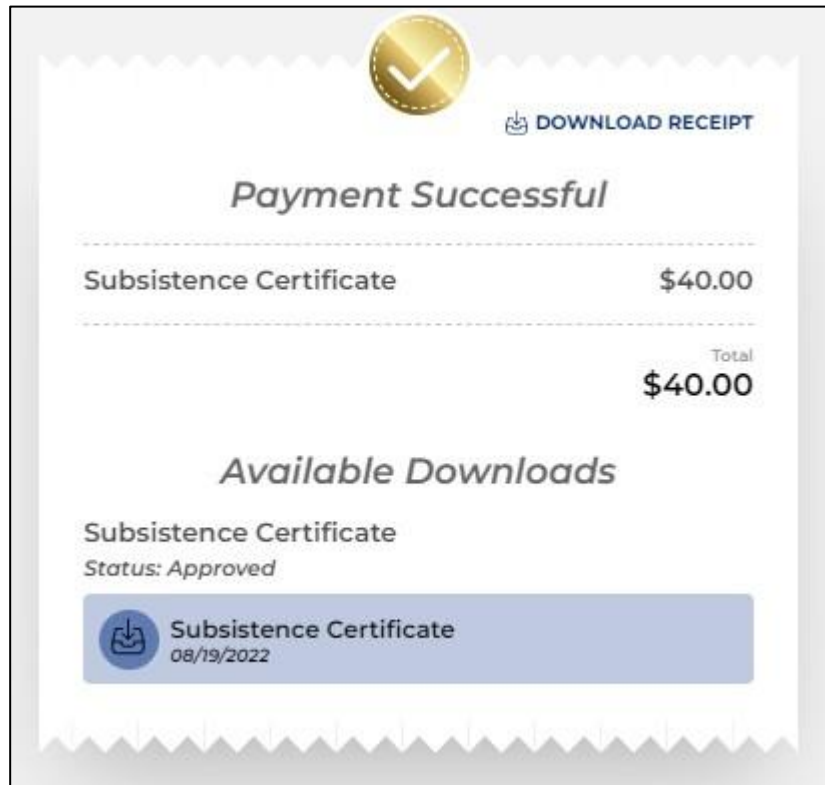
The screenshot displays the 'Business Orders' interface. On the left, a dark blue sidebar contains a list of steps: 'Entity Details', 'Request Details', 'Processing Fee', and 'Submit'. The 'Submit' step is highlighted with a white background and a mouse cursor pointing to it. The main content area is light gray and features a 'File Online' button with a circular icon. Below this button, a gray box contains the text: '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)'. At the bottom of the interface, there is a navigation bar with buttons for 'Save Draft', 'Preview Form', 'Import', and 'Export'. On the right side of this bar, there is a 'Previous Step' button and a 'Submit' button. A yellow circle with the number '1' is positioned above the 'Submit' button, indicating the current step.

How to Access Request

Once the request has been paid for, the user will be able to access the certificate in two different places.

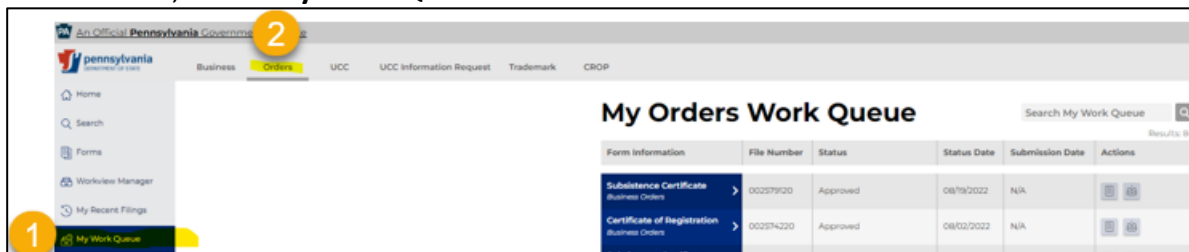
Option 1:

Immediately after paying, **Payment Successful** message will display, and the **Subsistence Certificate** will appear in the **Available Downloads** section.

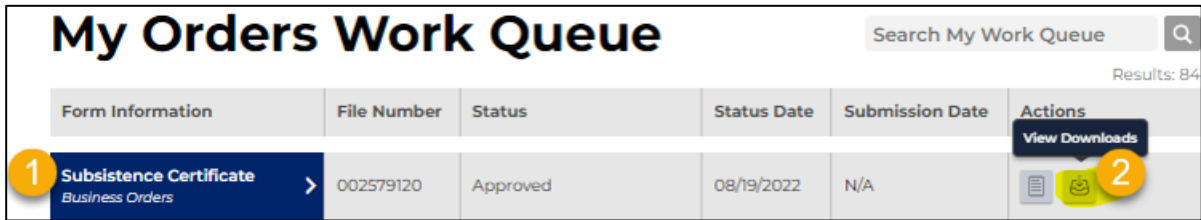


Option 2:

The user will be able to download a copy of the certificate under their **My Orders Work Queue**. To find this section, select **My Work Queue**¹ and then **Orders**² tab .

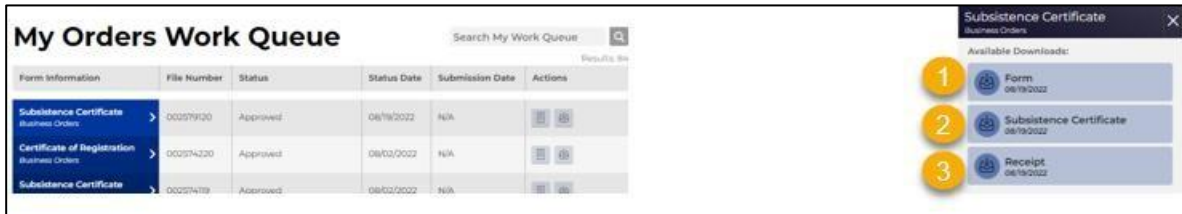


Locate the desired **request¹** in the queue and select **View Download²**.



Form Information	File Number	Status	Status Date	Submission Date	Actions
1 Subsistence Certificate <i>Business Orders</i>	002579120	Approved	08/19/2022	N/A	View Downloads 2

Selecting the **View Downloads** tab will open the slide out drawer. Here the user will be able to download copies of their original **Form¹**, the **Subsistence Certificate²**, and the **Receipt³** of the request.



Form Information	File Number	Status	Status Date	Submission Date	Actions
Subsistence Certificate <i>Business Orders</i>	002579120	Approved	08/19/2022	N/A	[Download]
Certificate of Registration <i>Business Orders</i>	002574230	Approved	08/02/2022	N/A	[Download]
Subsistence Certificate	002574179	Approved	08/02/2022	N/A	[Download]

Subsistence Certificate

Available Downloads:

- 1** Form 08/19/2022
- 2** Subsistence Certificate 08/19/2022
- 3** Receipt 08/19/2022

Output:

Refer to Appendix D for an example of the output for a Subsistence Certificate request.

Fee Structure:

The Subsistence Certificate has a flat fee of \$40 for all entity types.



Cart		Close Cart
X	Subsistence Certificate	\$40.00
Total:		\$40.00



Configuration

The following entity types are configured to have the “Subsistence Certificate” option in the Request Type dropdown.

Note for this option to appear, it must be one of these entity types **AND** be in an **Active** status.

- Authority
- Domestic Business Corporation
- Domestic Business Trust
- Domestic Credit Union
- Domestic Financial Institution
- Domestic General Partnership (LLGP subtype only)
- Domestic Land Bank
- Domestic Limited Liability Company
- Domestic Limited Partnership
- Domestic Nonprofit Corporation
- Domestic Professional Association



Certificate of Registration

The Certificate of Registration is the equivalent of a Certificate of Status for foreign entities.

STEP 1:

Begin a certification request using Option 1 or Option 2 from the **How to Start a Request** section. The Business Orders wizard will open. The Entity Details page will only display the entities information, no changes can be made. Once verified, select **Next Step**¹.

Business Orders

- Entity Details
- Request Details
- Processing Fee
- Submit

Entity Details

Entity Name
Foreign Business Corp 1

Entity No.
0003521327

File Date
01/12/2022

Entity Type
Foreign Business Corporation

Entity Status
Active

Save Draft Preview Form Import Export

1 Next Step



STEP 2:

Select **Certificate of Registration**¹ from the drop-down menu, followed by **Next Step**.

The screenshot shows the 'Business Orders' form. On the left is a dark blue sidebar with four menu items: 'Entity Details' (checked), 'Request Details' (unchecked), 'Processing Fee' (unchecked), and 'Submit' (unchecked). A yellow circle with the number '1' is positioned over the 'Request Details' menu item. The main content area is titled 'Request Type' and contains a 'Request Type *' dropdown menu with 'Certificate of Registration' selected. Below the dropdown is a section titled 'Certificate of Registration' with a paragraph of text: 'A Certificate of Registration may be ordered to show that a foreign association is registered with the Department of State and is authorized to conduct business in Pennsylvania. A Certificate of Registration does not verify that the company is compliant with taxes, permits or obligations to other state agencies.'

STEP 3:

Select **Next Step**¹ on the **Processing Fee** tab.

The screenshot shows the 'Business Orders' form with the 'Processing Fee' tab selected in the sidebar. The sidebar menu items are: 'Entity Details' (checked), 'Request Details' (checked), 'Processing Fee' (checked), and 'Submit' (unchecked). The main content area is titled 'Processing Fee Information' and contains the following text: '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.' Below this is 'Processing Fee: \$40.00'. Further text says: '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.' There are logos for VISA and Mastercard. At the bottom, it says: '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.' At the bottom right of the form, there is a yellow circle with the number '1' over the 'Next Step' button. The footer contains buttons for 'Save Draft', 'Preview Form', 'Import', 'Export', 'Previous Step', and 'Next Step'.



STEP 4:

Select **Submit**¹ and pay for the request in checkout.

The screenshot shows a web interface for 'Business Orders'. On the left is a dark blue sidebar with a list of steps: 'Entity Details', 'Request Details', 'Processing Fee', and 'Submit'. The 'Submit' step is highlighted with a white background. The main content area has a light gray background. At the top of this area is a dark blue button labeled 'File Online'. Below it is a light gray box containing the text: '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)'. At the bottom of the page is a navigation bar with buttons for 'Save Draft', 'Preview Form', 'Import', 'Export', 'Previous Step', and 'Submit'. The 'Submit' button is highlighted with a yellow circle containing the number '1'.

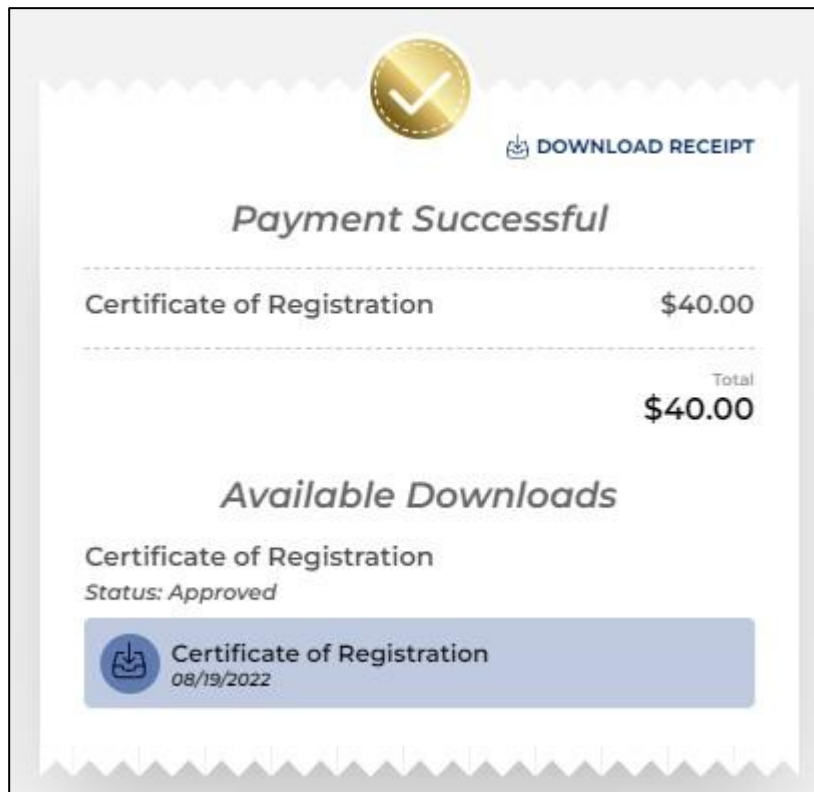


How to Access Request

Once the request has been paid for, the user will be able to access the certificate in two different places.

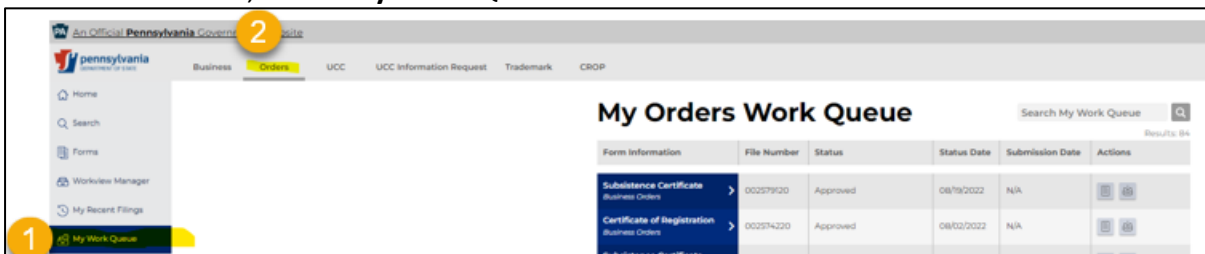
Option 1:

Immediately after paying, the **Payment Successful** window will display, and the **Subsistence Certificate** will appear in the **Available Downloads** section.

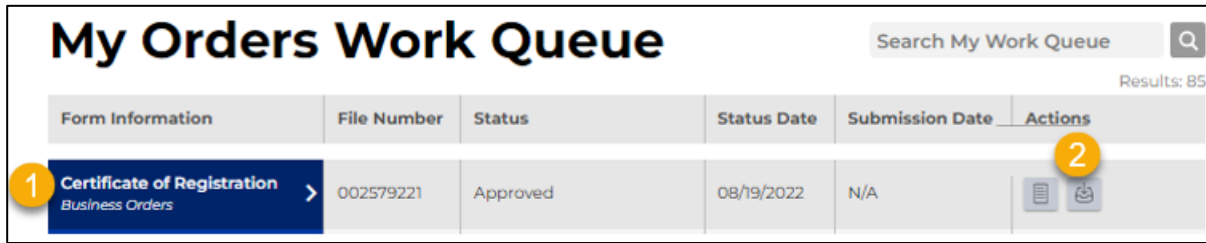


Option 2:

The user will be able to download a copy of the certificate under their **My Orders Work Queue**. To find this section, select **My Work Queue**¹ and then select **Orders**².



Locate the desired **request¹** in the queue and select **View Download²**.



Form Information	File Number	Status	Status Date	Submission Date	Actions
1 Certificate of Registration Business Orders	002579221	Approved	08/19/2022	N/A	2 [Download Icon]

Selecting the **View Downloads** tab will open the slide out drawer. Here the user will be able to download copies of their original submitted **Form¹**, the **Certificate of Registration²**, and the **Receipt³** of the request.



Form Information	File Number	Status	Status Date	Submission Date	Actions
Certificate of Registration Business Orders	002579221	Approved	08/19/2022	N/A	[Download Icon]
Substance Certificate Business Orders	002579220	Approved	08/19/2022	N/A	[Download Icon]
Certificate of Registration Business Orders	002579220	Approved	08/02/2020	N/A	[Download Icon]

Certificate of Registration
Business Orders

Available Downloads:

- 1** [Download Icon] Form 08/19/2022
- 2** [Download Icon] Certificate of Registration 08/19/2022
- 3** [Download Icon] Receipt 08/19/2022

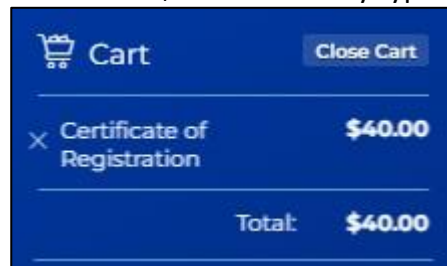
Note, the Certificate of Registration is the equivalent to a Certificate of Status for foreign entities.

Output:

Refer to Appendix E for an example of the output for a Certificate of Registration request.

Fee Structure:

The Certificate of Registration has a flat fee of \$40 for all entity types.



Cart		Close Cart
X	Certificate of Registration	\$40.00
Total:		\$40.00

Configuration

The following entity types are configured to have the **Certificate of Registration** option in the **Request Type** dropdown.

NOTE: for this option to appear, it must be one of these entity types **AND** be in an **Active** status.

- Foreign Business Corporation
- Foreign Business Trust
- Foreign Limited Liability Company
- Foreign Limited Liability General Partnership
- Foreign Limited Partnership (LP and LLLP subtypes)
- Foreign Nonprofit Corporation
- Foreign Professional Association

How To Verify a Certification

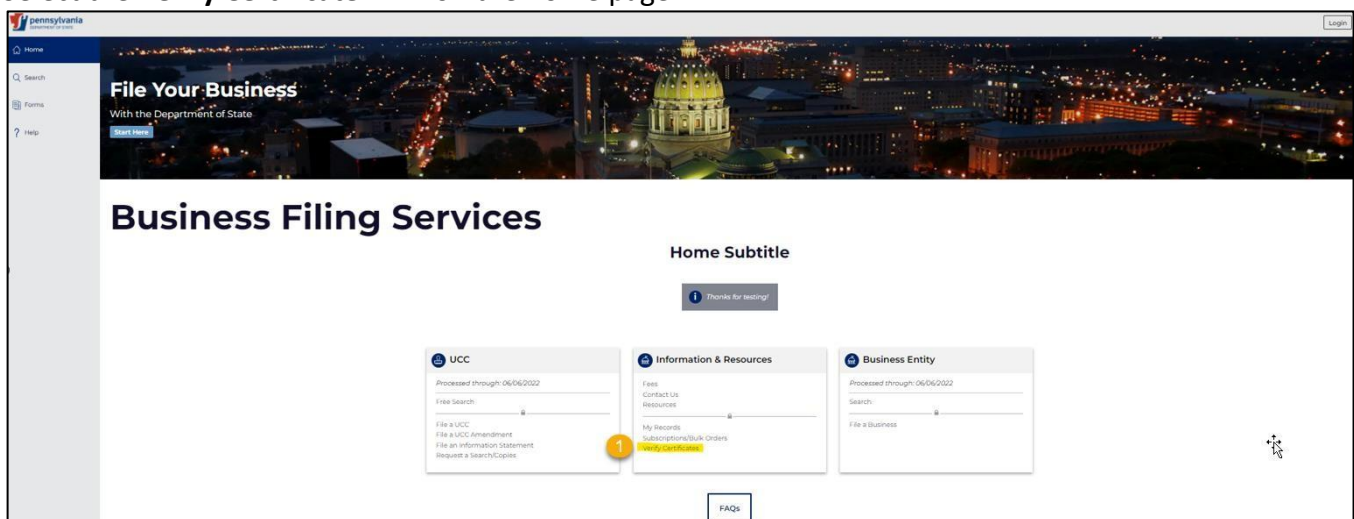
Option 1: Verify Certificate Function on Home Screen

Any user, staff, or customer can verify a certificate using the **Verify Certificate** link on the home screen. There are no rights or role restrictions on this functionality.

Note, this function is not dependent on if the user is logged in or out of the system, it will always appear on the home page.

STEP 1:

Select the **Verify Certificate**¹ link on the home page.





STEP 2:

Enter the **Certificate Verification**¹ number. This number can be found either in the report itself or stamped on the lefthand side of certified images or reports.

Note, verify the Certification Type radio button is correct based on type of certificate, either **Business** or **UCC**.

The screenshot shows the 'Certificate Verification' form. It has a dark blue header with the state logo and the title. Below the header, there is a text input field for the 'Certificate Verification No.' with a yellow circle containing the number '1' next to it. Below the input field is a section titled 'Select a Certificate Type' with two radio buttons: 'Business' (which is selected) and 'UCC'. At the bottom of this section is a dark blue button labeled 'Verify Certificate'. To the right of the input field, there is a block of text: 'To verify a certificate or certified copy issued by the Pennsylvania Department of State, enter the Certificate Verification Number located on your certificate or certified copy.'

STEP 3:

If the certificate number is valid, the user will receive this message:

The screenshot shows the 'Certificate Verification' form after a successful verification. The header is the same. The 'Certificate Verification No.' input field now contains the number '002580112'. The 'Select a Certificate Type' section remains the same with 'Business' selected. The 'Verify Certificate' button is still present. On the right side, a green box with a shield icon contains the message: 'This certificate has been verified.' Below this, a list of details is displayed: 'Certificate Verification No.: 002580112', 'Date Issued: 8/19/2022', 'Certificate Issued: Index Report', 'Entity No.: 0003521490', 'Entity Name: Business Corporation 1', and 'Jurisdiction: PENNSYLVANIA'.



If the certificate number is NOT valid, the user will receive this message:

The screenshot shows a web form titled "Certificate Verification" with the Pennsylvania Department of State logo. The form includes a text input field for "Certificate Verification No." containing the value "00516223". Below this is a "Select a Certificate Type" section with two radio buttons: "Business" (selected) and "UCC". A blue "Verify Certificate" button is at the bottom. To the right of the form, a message states: "To verify a certificate or certified copy issued by the Pennsylvania Department of State, enter the Certificate Verification Number located on your certificate or certified copy. The verification number entered is not valid."

Option 2: Staff Search

This function is only available for PA Staff with the corresponding right and role. Navigate to the **Staff Search**¹ tab and select the **Orders**² filter.

