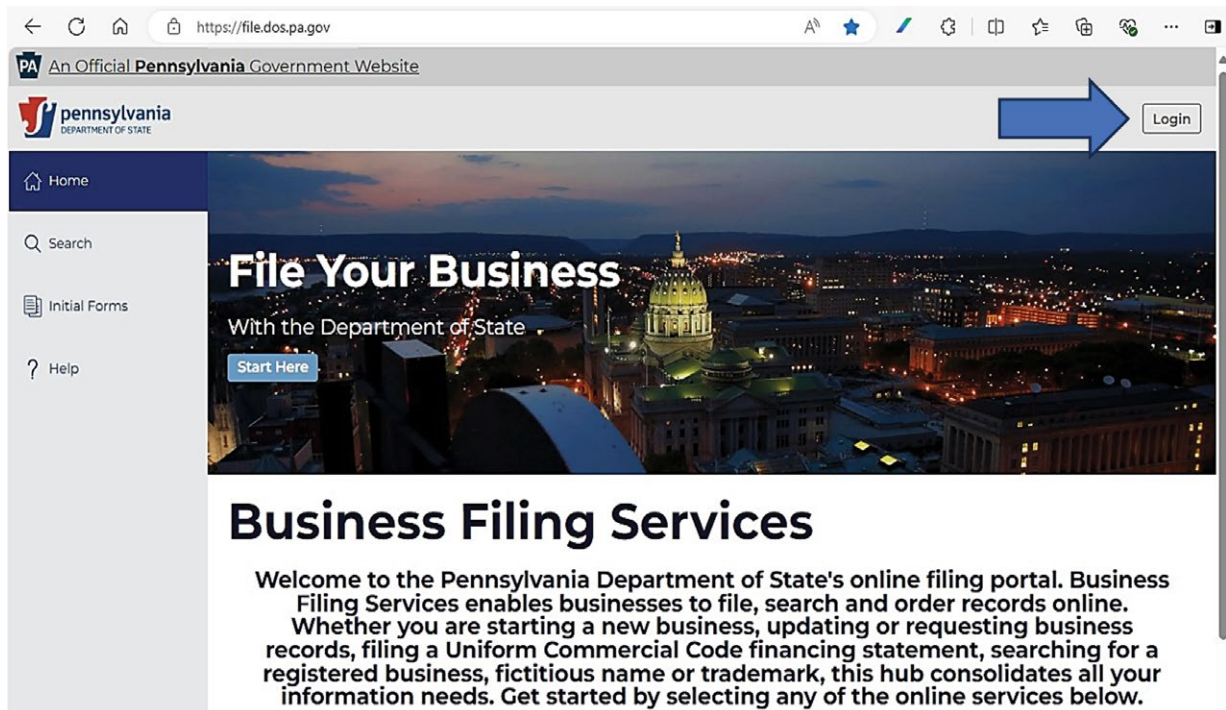


Cómo registrar un Reporte Anual en Servicios de Presentación Empresarial

Paso 1

Diríjase a <https://file.dos.pa.gov>.

Seleccione Acceso “Login” en la esquina superior derecha.



Paso 2

En la pagina <https://hub.business.pa.gov/> ingrese su nombre de usuario y contraseña.

Haga clic en Acceso “Login”. Los nuevos usuarios deben registrar un perfil haciendo clic en el botón registro “Register” a la derecha.

Para obtener ayuda adicional para registrar un nuevo perfil, consulte la guía de Servicios integrales para empresas.

NOTA: El sitio web de Servicios Integrales para Empresas utiliza Keystone para el inicio de sesión. Si ya tiene un perfil de Keystone de otro sistema del estado asociado a su dirección de correo electrónico, utilice su información actual para iniciar sesión.

The screenshot shows the homepage of the Pennsylvania Business One-Stop Shop Hub. The header includes the PA logo, the text "An Official Pennsylvania Government Website", and the "Business One-Stop Shop" logo. Navigation links for "Help Center" and "Feedback" are in the top right. 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."

There are two main login sections:

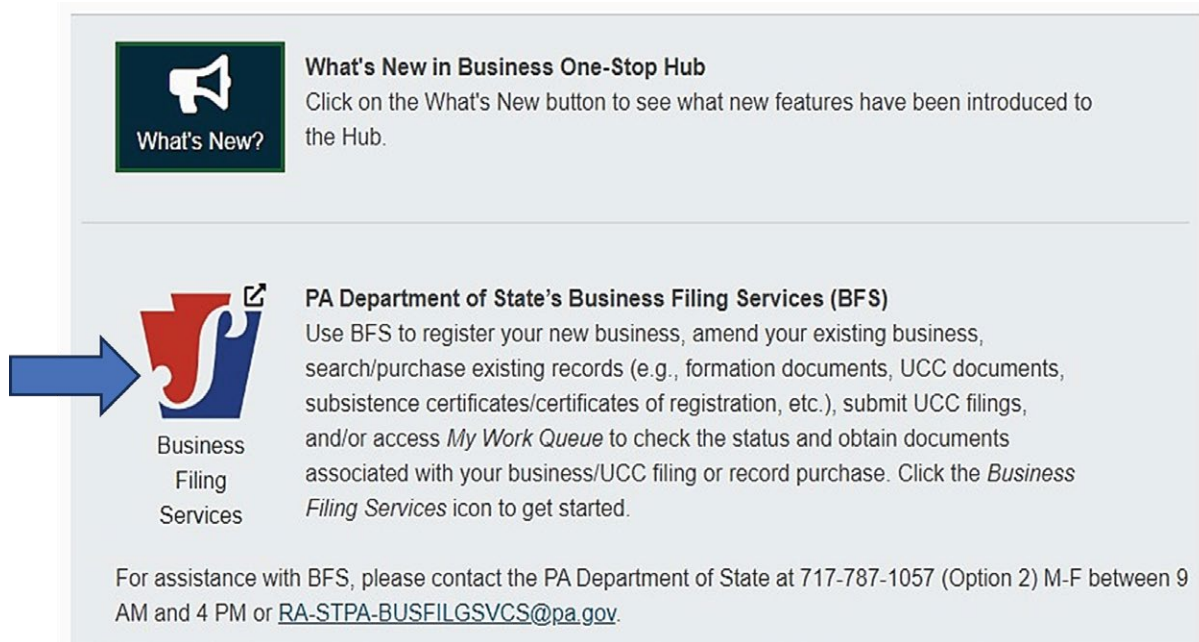
- Returning Hub/Business Filing Services Users and/or Users with an Existing Keystone Login:** This section instructs users to login with their existing Keystone Login username and password. It includes links for "Forgot Username?", "Forgot Password?", and "Need your account unlocked?". Below the instructions are input fields for "Username" and "Password" (with a toggle for visibility), and a teal "Log in" button.
- New Hub/Business Filing Services Users without an Existing Keystone Login:** This section provides instructions for new users, including a note that after creating a Keystone Login, they will be required to confirm a one-time passcode (OTP) on first login. It features a teal "Register" button.

At the bottom, it states "Powered by" followed by the "PA KEYSTONE LOGIN" logo. A small circular icon is visible in the bottom right corner.

Paso 3

Haga clic en el logo de Servicios de Presentación Empresarial del Departamento de Estado “Business Filing Services”.

NOTA: Esto se abrirá en una pestaña separada.



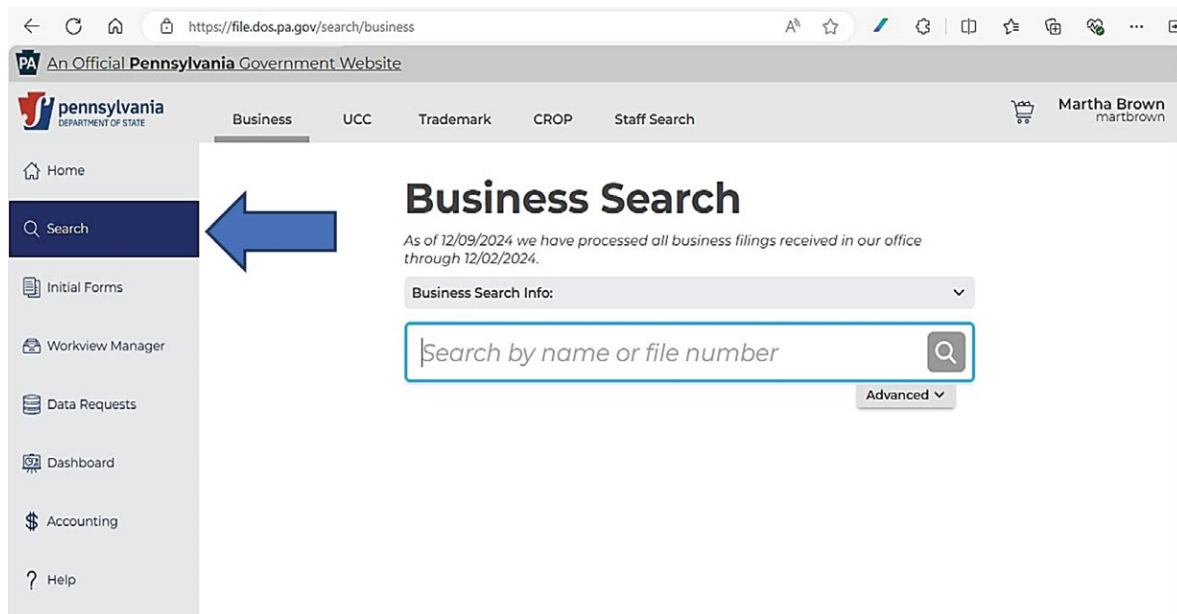
What's New in Business One-Stop Hub
Click on the What's New button to see what new features have been introduced to the Hub.

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-BUSFILGSVCS@pa.gov.

Paso 4

Haga clic en Buscar “Search” en el panel lateral izquierdo.



https://file.dos.pa.gov/search/business

An Official Pennsylvania Government Website

Business UCC Trademark CROP Staff Search

Martha Brown martbrown

Home

Search

Initial Forms

Workview Manager

Data Requests

Dashboard

Accounting

Help

Business Search

As of 12/09/2024 we have processed all business filings received in our office through 12/02/2024.

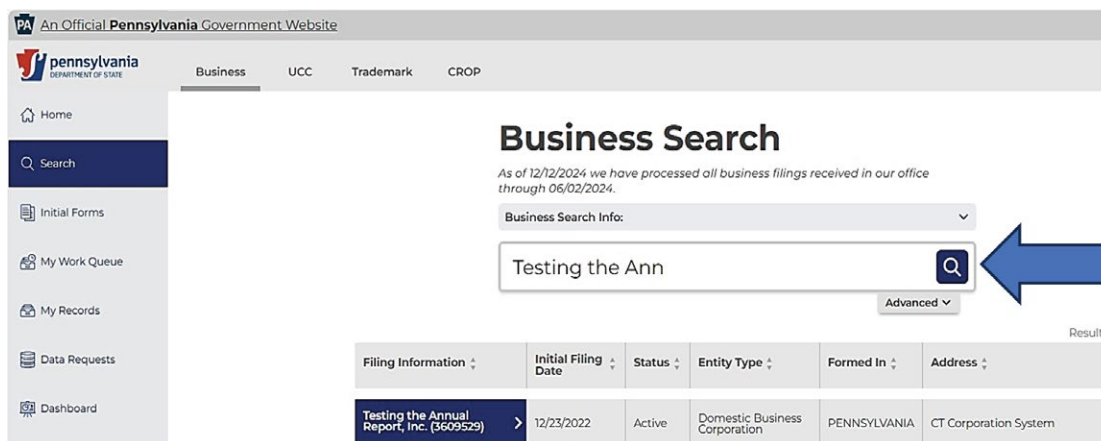
Business Search Info:

Search by name or file number

Advanced

Paso 5

Busque la empresa/asociación escribiendo el nombre en la barra de búsqueda y haciendo clic en el icono de búsqueda. 



Business Search

As of 12/12/2024 we have processed all business filings received in our office through 06/02/2024.

Business Search Info: 

Testing the Ann 

Advanced 

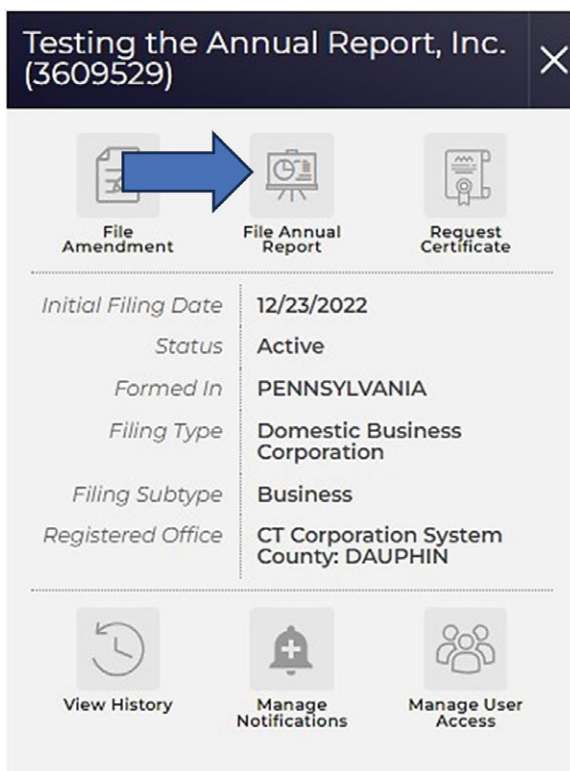
Results:

Filing Information 	Initial Filing Date 	Status 	Entity Type 	Formed In 	Address 
Testing the Annual Report, Inc. (3609529) 	12/23/2022	Active	Domestic Business Corporation	PENNSYLVANIA	CT Corporation System

Paso 6

Seleccione la empresa/asociación en los resultados de búsqueda, debajo de la barra de búsqueda. La información sobre la empresa/asociación se mostrará a la derecha de la búsqueda.

Haga clic en Registrar Reporte Anual “File Annual Report”.



Testing the Annual Report, Inc. (3609529) 

File Amendment File Annual Report Request Certificate

Initial Filing Date 12/23/2022

Status Active

Formed In PENNSYLVANIA

Filing Type Domestic Business Corporation

Filing Subtype Business

Registered Office CT Corporation System
County: DAUPHIN

View History Manage Notifications Manage User Access

Paso 7

Se abrirá el formulario de Reporte Anual con la información registrada de la empresa/asociación.

NOTA: Para recibir notificaciones por correo electrónico sobre los Reportes Anuales, incluya al menos una dirección de correo electrónico válida. Haga clic en Próximo paso “Next Step”.

Paso 8

Revise la dirección actual del domicilio social o la información del proveedor del domicilio social comercial. Seleccione si desea cambiar o no el domicilio social. Haga clic en Próximo Paso “Next Step”.

NOTA: Este paso es obligatorio. Para obtener más información (mostrada a la derecha), haga clic en el botón ¿Ayuda? “Help”.

☒ Business Details
☐ Registered Office
☐ Principal Office
☐ Governor(s)
☐ Officer(s)
☐ Processing Fees
☐ Confirm
☐ Sign and File Document

Current Registered Office or Commercial Registered Office Provider [Help ?](#)

Search for Commercial Registered Office Provider (CROP)
Search for an existing Commercial Registered Office Provider.

CT Corporation System
Commercial Registered Office Provider

Venue and Publication County
DAUPHIN

New Registered Office

Change Registered Office? *
Select one

☐ I want to change the registered office
☒ I do not want to change the registered office

[Save Draft](#) [Previous Step](#) [Next Step](#)

Help

Enter the registered office as presently identified in the records of the Department of State. This address must be in Pennsylvania.

Give one of the following: (a) the registered office address in the Commonwealth (b) or the name of a Commercial Registered Office Provider and the county of venue.

If the current registered address on file has been changed and the association's address differs from what is presently on the Department's records, the new registered office address or Commercial Registered Office Provider and county of venue should be identified. Under 15 Pa.C.S. § 135(c) (relating to addresses), an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.

Paso 9

Revise la información actual de la dirección de la oficina principal. Haga clic en los campos para agregar o editar la dirección. Haga clic en Próximo paso “Next Step”.

NOTA: Este paso es obligatorio. Para obtener más información (mostrada a la derecha), haga clic en el botón ¿Ayuda? “Help”.

The screenshot displays the 'Annual Report' form for the 'Principal Office' section. On the left, a sidebar lists steps: Business Details, Registered Office, Principal Office (selected), Governor(s), Officer(s), Processing Fees, Confirm, and Sign and File Document. The main form area is titled 'Principal Office' and contains the instruction 'The address of the association's principal office' and 'Click on the fields to edit.' The form fields include: Address* (123 MAIN ST), STE/APT/FL, Attention, City* (HARRISBURG), State* (PA), ZIP code* (17120), and Country* (United States). A blue arrow points to a 'Help ?' button in the top right corner of the form area. At the bottom of the form are 'Save Draft', 'Previous Step', and 'Next Step' buttons. To the right of the form is a 'Help' sidebar with a close button (X) and text explaining the principal office requirements.

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☐ Principal Office
- ☐ Governor(s)
- ☐ Officer(s)
- ☐ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Principal Office

The address of the association's principal office

Click on the fields to edit.

Address*
123 MAIN ST

STE/APT/FL

Attention

City* State* ZIP code*
HARRISBURG PA 17120

Country*
United States

Help ?

Save Draft Previous Step Next Step

Help

An association's principal office is where the association performs its primary executive functions, whether or not the office is located within the Commonwealth of Pennsylvania. An actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. This street address may be the same as the registered office address.

Paso 10

Revise la información actual del gobernador. Debe incluir el nombre de al menos un gobernador. Puede agregar o eliminar tantos gobernadores como necesite. Haga clic en Próximo Paso “Next Step”.

NOTA: Este paso es obligatorio. Para obtener más información (mostrada a la derecha), haga clic en el botón ¿Ayuda? “Help”.

The screenshot shows a web form titled "Annual Report" with a sidebar on the left containing several checkboxes: "Business Details", "Registered Office", "Principal Office", "Governor(s)", "Officer(s)", "Processing Fees", "Confirm", and "Sign and File Document". The "Governor(s)" checkbox is selected. The main form area is titled "Governor(s)" and contains the instruction "The name of at least one governor". Below this, it says "Click on a row to edit. Use the delete button to remove any governors that are no longer serving." There is a table with one row containing the name "Thomas T. Tester" and buttons for "Copy" and "Delete". An "Add" button is at the bottom of the table. A blue arrow points from the "Help ?" button in the top right corner of the form area to the "Help" sidebar. The sidebar contains a definition of a governor and a list of roles that qualify as governors. At the bottom of the form, there are buttons for "Save Draft", "Previous Step", and "Next Step".

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor(s)
- ☐ Officer(s)
- ☐ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Governor(s)

The name of at least one governor

Click on a row to edit. Use the delete button to remove any governors that are no longer serving.

Name of individual or entity
Thomas T. Tester

Copy Delete

Add

Help ?

Help

A governor is a person who has authority to exercise the powers of an association and manage the activities and affairs thereof pursuant to the organic law and rules of the association. The term includes:

- A director of a corporation for profit or a shareholder of a statutory close corporation who is deemed to be a director under 15 Pa.C.S. 2332(a) (relating to management by shareholders).
- A director/member of an other body of a corporation not-for-profit.
- A partner of a limited liability general partnership
- A general partner of a limited partnership.
- A general partner of an electing partnership.
- A manager of a manager-managed limited liability company or a member who has the right to participate materially in the management of a member-managed limited liability company.
- A member of the board of governors of a professional association.
- A trustee of a business trust, common law business, or statutory trust.

Save Draft Previous Step Next Step

Paso 11

Revise la información actual de los Oficiales Principales. Puede agregar o eliminar tantos oficiales como necesite. Haga clic en Próximo Paso “Next Step”.

NOTE: Este paso es obligatorio para ciertas empresas/asociaciones. Para obtener más información (mostrada a la derecha), haga clic en el botón ¿Ayuda? “Help”.

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor(s)
- ☐ Officer(s)
- ☐ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Principal Officer(s)

The names and titles of the persons who are its principal officers, if any, as determined by its governors

Click on a row to edit. Use the delete button to remove any officers that are no longer serving.

Name of individual or organization	Position	Other Position	
Pablo P. Perez	President		Copy Delete
Viraj V. Vasav	Vice President		Copy Delete
Susan S. Smith	Secretary		Copy Delete
Tonya T. Thomas	Treasurer		Copy Delete

Add

Help

This field is mandatory for all corporations (business and nonprofit). Officers include President, Secretary, Treasurer and any other such officers as may be authorized by the corporation. See 15 Pa.C.S. § 1732 and § 5732.

For other types of associations, this field is only required if the association has principal officers, as determined by its governors. Other association laws contemplate, but do not require, officers. See 15 Pa.C.S. § 8896.

Save Draft
Previous Step
Next Step

Paso 12

Revise la información sobre la tarifa de procesamiento. La tarifa para empresas/asociaciones de lucro es de \$7.00. La tarifa para empresas/asociaciones sin ánimos de lucro es de \$0.00. Haga clic en Proximo Paso “Next Step”.

Annual Report

☒ Business Details

☒ Registered Office

☒ Principal Office

☒ Governor(s)

☒ Officer(s)

☐ Processing Fees

☐ Confirm

☐ Sign and File Document

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: \$7.00

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, 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

Previous Step

Next Step

Paso 13

Revise y confirme toda la información proporcionada para el envío de su Reporte Anual. Haga clic en Proximo Paso “Next Step”.

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor[s]
- ☒ Officer[s]
- ☒ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Confirm
Review your submission below to confirm the information is exactly as it is to appear on the records of the Pennsylvania Department of State.

Business Details
Record Information

File number	0003609529
Business name	Testing the Annual Report, Inc.
Jurisdiction of formation	PENNSYLVANIA
Filing type	Domestic Business Corporation
Filing subtype	Business

Email Address for Notifications

Opt In to Email Notifications

I would like to receive email notifications from the Department of State about required filings for this association or registration at the following email address(es). I understand that I will no longer receive paper notifications by mail.

Email address(es) for notifications

ThomasTester@gmail.com

AnnieAnnual@aol.com

RashadReport@comcast.net

Save Draft Previous Step Next Step

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor[s]
- ☒ Officer[s]
- ☒ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Registered Office
Current Registered Office or Commercial Registered Office Provider

Search for Commercial Registered Office Provider (CROP)

CT Corporation System
Commercial Registered Office Provider

New Registered Office

Change Registered Office?

I do not want to change the registered office

Principal Office
Principal Office

Address

123 MAIN ST
HARRISBURG, PA 17120-0001

Governor[s]
Governor[s]

Name of individual or entity

Thomas T. Tester

Officer[s]
Principal Officer[s]

Name of individual or organization	Position	Other Position
Pablo P. Perez	President	
Vinaj V. Vasav	Vice President	
Susan S. Smith	Secretary	
Tonya T. Thomas	Treasurer	

Save Draft Previous Step Next Step

Paso 14

Revise, confirme y marque la casilla correspondiente a todas las declaraciones. A continuación, firme electrónicamente el Reporte Anual, incluyendo la capacidad del firmante, y seleccione Hoy “Today” como fecha. Haga clic en Archivo En Línea “File Online”.

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor[s]
- ☒ Officer[s]
- ☒ Processing Fees
- ☒ Confirm
- ☐ Sign and File Document

Electronic Signature
Read and check each declaration prior to signing this document.

☐ I have reviewed the information submitted as part of this online form. I understand that it is public information and will appear exactly as I have entered it.*

☐ I verify that I am the person whose signature appears on the filing, that I am authorized to execute this document on behalf of the above-named association and that the information I am submitting is true in all material respects. In lieu of the foregoing statement, as a service company or law firm representative, I verify that I am authorized to submit this document on behalf of the above-named client.*

☐ I verify that I have electronically signed and submitted this document on behalf of the above-named association.*

IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative

Signer's Capacity refers to the position or title of the authorized representative executing this filing. It includes such terms as: member, manager, partner, director, chairman, president, secretary, treasurer, trustee, executor or power of attorney. *Signer's capacity* does not include terms such as Mr., Mrs., Dr. or initials.

Signer's Capacity*	Signature*	Date*
	(Enter full name of authorized signer)	MM/DD/YYYY Today

☒ File Online ☐ Print and Mail

Save Draft Previous Step

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor[s]
- ☒ Officer[s]
- ☒ Processing Fees
- ☒ Confirm
- ☐ Sign and File Document

Electronic Signature
Read and check each declaration prior to signing this document.

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☒ I verify that I have electronically signed and submitted this document on behalf of the above-named association.*

IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative

Signer's Capacity refers to the position or title of the authorized representative executing this filing. It includes such terms as: member, manager, partner, director, chairman, president, secretary, treasurer, trustee, executor or power of attorney. *Signer's capacity* does not include terms such as Mr., Mrs., Dr. or initials.

Signer's Capacity*	Signature*	Date*
Director	Thomas T. Tester	12/2/2024 Today

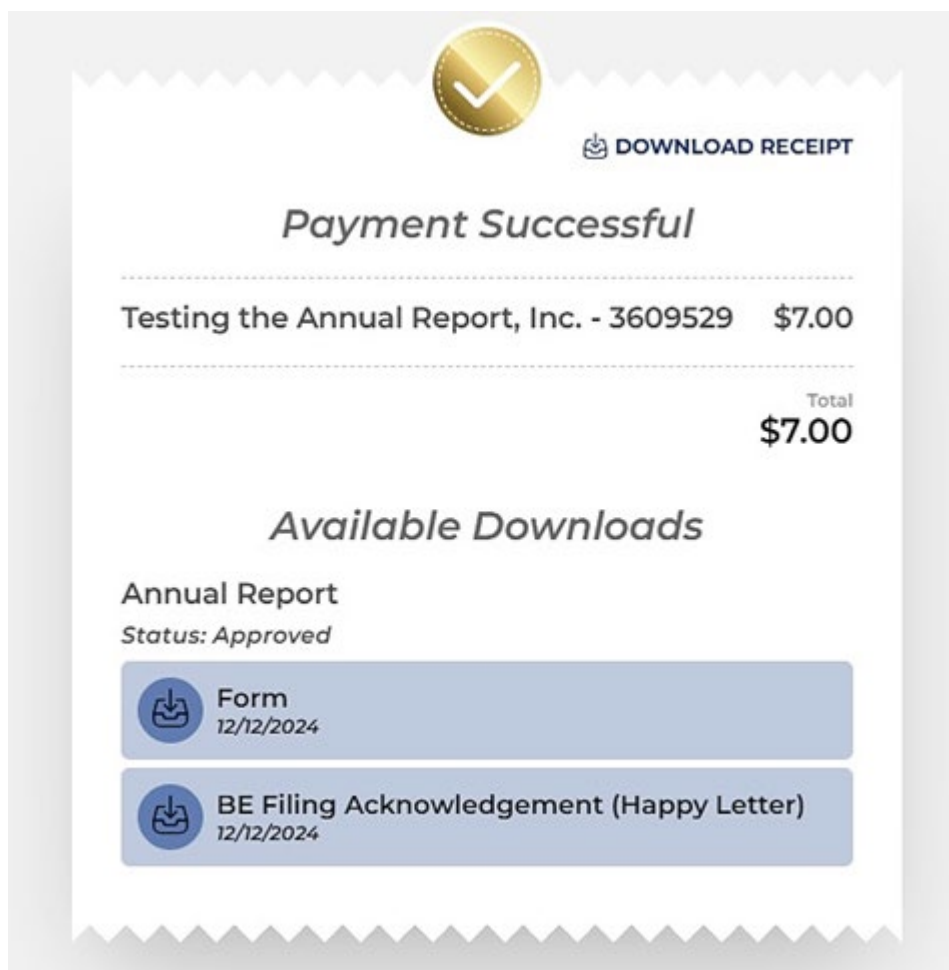
☒ File Online ☐ Print and Mail

Save Draft Previous Step

Paso 15

Envíe la información de pago en línea. Una vez aprobado el pago, aparecerá la pantalla de Pago Correcto. La presentación del Reporte Anual se procesará automáticamente y podrá seleccionar la pestaña Formulario para ver y descargar el reporte aprobado.

NOTE: Las empresas y asociaciones sin animo de lucro omitirán la página de ingreso de información de pago y verán inmediatamente la pantalla de Pago Correcto.



Ejemplo de Reporte Anual presentado y aprobado

	COMMONWEALTH OF PENNSYLVANIA Department of State Bureau of Corporations and Charitable Organizations PO Box 8722 Harrisburg, Pennsylvania 17105-8722 ANNUAL REPORT Fee: \$7	0012936350 -FILED- Amendment #: 0012936350 Date Filed: 12/12/2024															
 																	
B0495-7972 12/12/2024 1:53 PM Received by Pennsylvania Department of State																	
In compliance with the requirements of 15 Pa.C.S. § 146 (relating to annual report), the undersigned domestic or foreign association hereby states that:																	
Record Information File number 0003609529 Business name Testing the Annual Report, Inc. Jurisdiction of formation PENNSYLVANIA Filing type Domestic Business Corporation Filing subtype Business																	
Current Registered Office or Commercial Registered Office Provider Search for Commercial Registered Office Provider (CROP) CT Corporation System Commercial Registered Office Provider Venue and Publication County DAUPHIN																	
Principal Office The address of the association's principal office Click on the fields to edit. Address 123 MAIN ST HARRISBURG, PA 17120-0001																	
Governor(s) The name of at least one governor Name of individual or entity ☒ Thomas T. Tester																	
Principal Officer(s) The names and titles of the persons who are its principal officers, if any, as determined by its governors <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 50%;">Name of individual or organization</th><th style="width: 25%;">Position</th><th style="width: 25%;">Other Position</th></tr></thead><tbody><tr><td>☒ Pablo P. Perez</td><td>President</td><td></td></tr><tr><td>☒ Viraj V. Vasav</td><td>Vice President</td><td></td></tr><tr><td>☒ Susan S. Smith</td><td>Secretary</td><td></td></tr><tr><td>☒ Tonya T. Thomas</td><td>Treasurer</td><td></td></tr></tbody></table>			Name of individual or organization	Position	Other Position	☒ Pablo P. Perez	President		☒ Viraj V. Vasav	Vice President		☒ Susan S. Smith	Secretary		☒ Tonya T. Thomas	Treasurer	
Name of individual or organization	Position	Other Position															
☒ Pablo P. Perez	President																
☒ Viraj V. Vasav	Vice President																
☒ Susan S. Smith	Secretary																
☒ Tonya T. Thomas	Treasurer																
Electronic Signature IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative Director Thomas T. Tester 12/12/2024 Signer's Capacity Sign Here Date																	