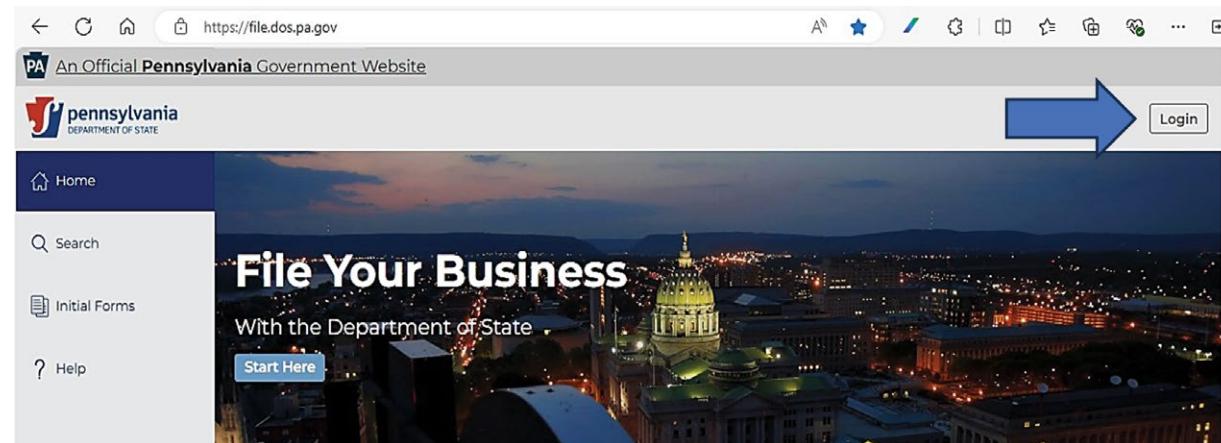


Cómo registrar un Reporte Anual en Servicios de Presentación Empresarial

Paso 1

Diríjase a <https://file.dos.pa.gov>.

Seleccione Acceso “Login” en la esquina superior derecha.



Business Filing Services

Welcome to the Pennsylvania Department of State's online filing portal. Business Filing Services enables businesses to file, search and order records online. Whether you are starting a new business, updating or requesting business records, filing a Uniform Commercial Code financing statement, searching for a registered business, fictitious name or trademark, this hub consolidates all your information needs. Get started by selecting any of the online services below.

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.

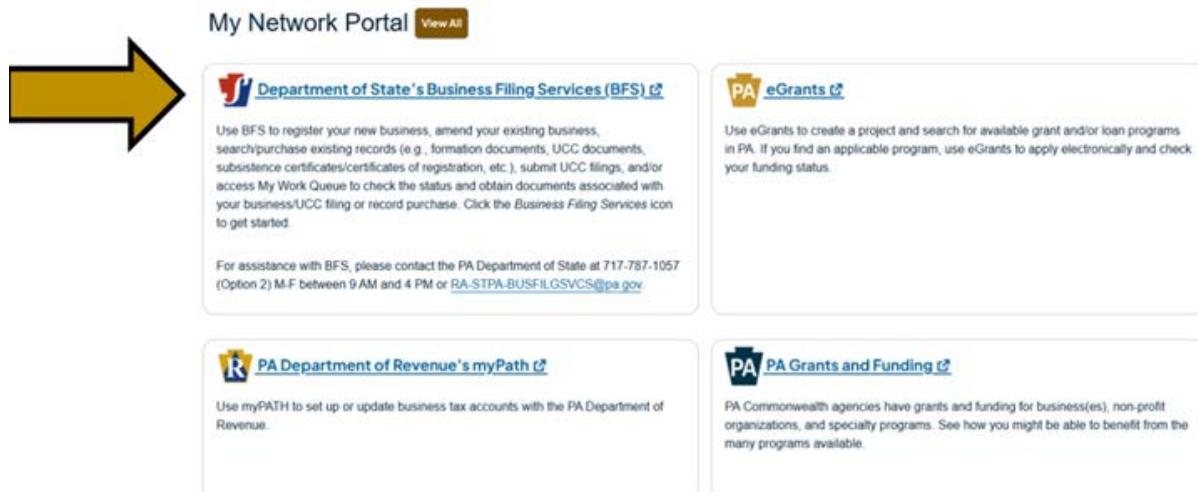
NOTA: El sitio web de Servicios Integrales para Empresas utiliza Keystone para el inicio de sesión. Si ya tiene un perfil de Keystone de otro sistema del estado asociado a su dirección de correo electrónico, utilice su información actual para iniciar sesión.

The screenshot shows the Pennsylvania Business One-Stop Shop website. At the top, there is a navigation bar with links for 'About', 'Help Center', and 'Contact Us'. Below the navigation bar, a search bar is present. The main content area is titled 'Welcome to Pennsylvania's Business Hub!'. On the left, there is a 'Need Help?' section with links for 'Forgot Username?', 'Forgot Password?', and 'Need your account unlocked?'. Below this, there is a section for common business processes with links for 'File Annual Report', 'Close a Business', 'Register a Business', 'Check a Status', 'Amend a Business', and 'Find Existing Documents'. Further down, there is a link to the 'Help Center' and contact information for the Keystone Login Help Desk, including a phone number (877-328-0995) and an email address (keystoneloginsupport@randstadusa.com). On the right side of the page, there is a 'Login or create a login account to access the Business Hub. Once logged in, use Business Filing Services (BFS) to manage a business or UCC record in Pennsylvania.' Below this text is a login form with fields for 'Username' and 'Password', and buttons for 'Log In' and 'Create Login Account'. The 'Create Login Account' button is highlighted with a large yellow arrow. Below the login form, there is a 'Powered by' logo for 'PA KEYSTONE LOGIN'. At the bottom, there is a 'Helpful Tip' about using a laptop or desktop computer, and a 'Login if you have an:' section with links for 'Existing Business Hub Account' and 'Existing Keystone Login Account'. There is also a note about creating a new login account if unsure.

Paso 3

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

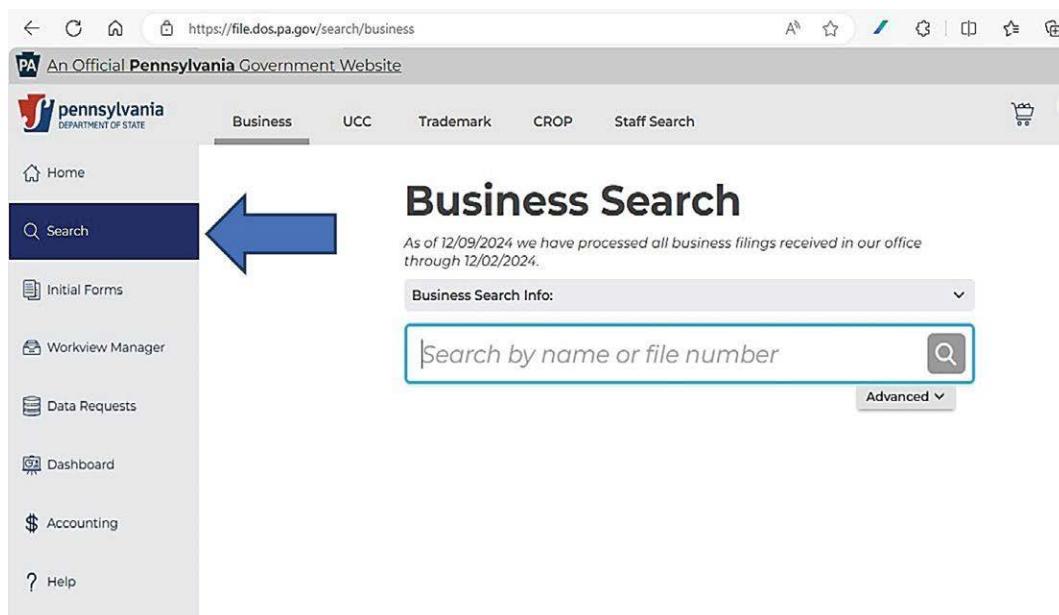
NOTA: Esto se abrirá en una pestaña separada.



The screenshot shows the "My Network Portal" interface. A large yellow arrow points to the "Department of State's Business Filing Services (BFS)" section. This section contains a brief description of BFS services, contact information, and a link to the service. Below this are three other service cards: "PA Department of Revenue's myPath", "PA Grants and Funding", and another partially visible card.

Paso 4

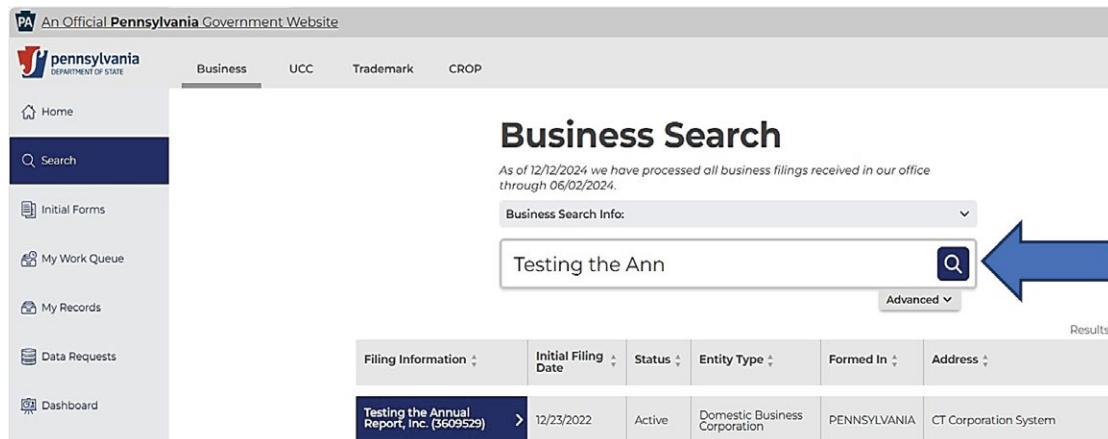
Haga clic en Buscar “Search” en el panel lateral izquierdo.



The screenshot shows the "Business Search" page on the Pennsylvania Department of State website. A blue arrow points to the "Search" button located in the sidebar menu. The main content area displays search results and filters.

Paso 5

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

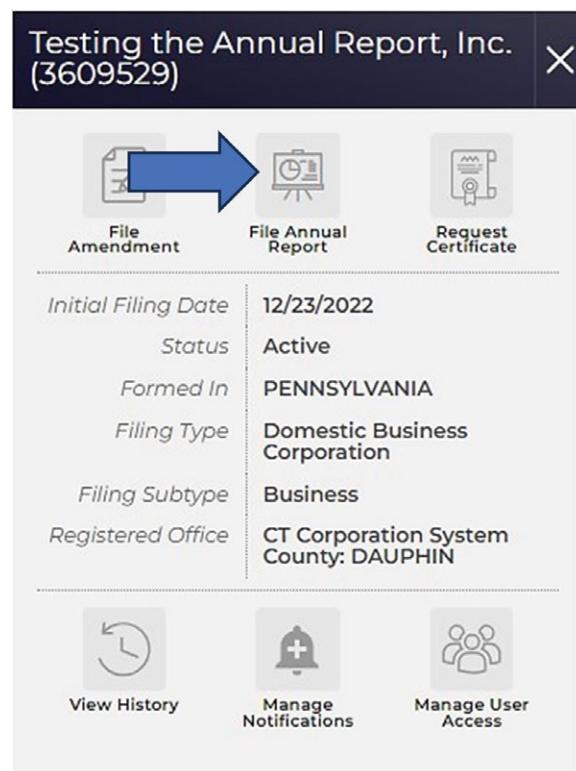


The screenshot shows the Pennsylvania Department of State Business Search interface. On the left is a sidebar with links like Home, Search, Initial Forms, My Work Queue, My Records, Data Requests, and Dashboard. The main area has a title 'Business Search' and a message about processing all business filings received through June 2, 2024. A search bar contains 'Testing the Ann'. Below it are filters for Filing Information, Initial Filing Date, Status, Entity Type, Formed In, and Address. A result card for 'Testing the Annual Report, Inc. (3609529)' is shown, with a blue arrow pointing to the search bar.

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”.



This screenshot shows the detailed view for 'Testing the Annual Report, Inc.' (3609529). It includes a header with the company name and ID, three action buttons ('File Amendment', 'File Annual Report', 'Request Certificate'), and a table with filing information. The 'File Annual Report' button is highlighted with a blue arrow. At the bottom are links for 'View History', 'Manage Notifications', and 'Manage User Access'.

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

Paso 7

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

Annual Report — General Information

Most domestic and foreign filing associations are required to make an Annual Report with the Department of State pursuant to 15 Pa.C.S. §1166 of the Pennsylvania Consolidated Statutes.

DSCB:IS-146 (rev. 3/2024)

In compliance with the requirements of 15 Pa.C.S. §1166 (relating to annual report), the undersigned domestic or foreign association hereby states that:

Record Information

File number
0003609329

Business name
Testing the Annual Report, Inc.

Jurisdiction of formation
PENNSYLVANIA

Filing type
Domestic Business Corporation

Filing subtype
Business

Email Address for Notifications

The Department of State is required by law to notify companies of filing requirements, such as Annual Reports or Certificates of Annual Registration. The Department mails such notices to the registered office address on record with the Department. If you would like to receive such notices by email, please opt-in below. More than one email may be provided. Any emails provided will be for Department of State use only. Emails will not be sold or displayed.

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”.

Filing subtype
Business

Email Address for Notifications

The Department of State is required by law to notify companies of filing requirements, such as Annual Reports or Certificates of Annual Registration. The Department mails such notices to the registered office address on record with the Department. If you would like to receive such notices by email, please opt-in below. More than one email may be provided. Any emails provided will be for Department of State use only. Emails will not be sold or displayed.

Opt-in to Email Notifications*

Select one

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.

I would like to continue to receive by mail all notifications from the Department of State about required filings for this association or registration.

A new email may be added (by selecting add), edited (by selecting the email to be changed) or removed (by selecting delete) below:

Email address(es) for notifications	Copy	Delete
ThomasTester@gmail.com	Copy	Delete
AnnaAnnual@aol.com	Copy	Delete
RashadReport@comcast.net	Copy	Delete

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”.

The screenshot shows a web-based application for registering a business entity. On the left, a sidebar lists several checkboxes: 'Business Details' (checked), 'Registered Office' (unchecked, highlighted in grey), 'Principal Office', 'Governor(s)', 'Officer(s)', 'Processing Fees', 'Confirm', and 'Sign and File Document'. The main form area is titled 'Current Registered Office or Commercial Registered Office Provider'. It includes a search bar for 'Commercial Registered Office Provider (CROP)' with the placeholder 'Search for an existing Commercial Registered Office Provider.' Below it is a button for 'CT Corporation System' labeled 'Commercial Registered Office Provider'. A dropdown menu for 'Venue and Publication County' shows 'DAUPHIN'. A horizontal line separates this from the 'New Registered Office' section. In the 'New Registered Office' section, there's a question 'Change Registered Office?*' followed by the instruction 'Select one'. Two radio buttons are present: 'I want to change the registered office' (unchecked) and 'I do not want to change the registered office' (checked). At the bottom of the main form are buttons for 'Save Draft', 'Previous Step', and 'Next Step' (highlighted in blue). To the right of the main form is a 'Help' sidebar with a large 'X' icon at the top. It contains two sections: one explaining the requirement to identify the current registered office if it has changed, and another providing guidance for changing the registered office address according to Pa.C.S. § 135(c).

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 shows the 'Annual Report' application interface. On the left, a sidebar lists several options: Business Details (checked), Registered Office (checked), Principal Office (unchecked), Governor(s) (unchecked), Officer(s) (unchecked), Processing Fees (unchecked), Confirm (unchecked), and Sign and File Document (unchecked). The 'Principal Office' option is highlighted with a dark gray background. The main content area is titled 'Principal Office' and contains the sub-instruction 'The address of the association's principal office'. Below this, a note says 'Click on the fields to edit.' The address field contains '123 MAIN ST' with a small 'i' icon and a 'document' icon. The STE/APT/FL field is empty. The Attention field is empty. Below these are dropdowns for 'City*' (HARRISBURG), 'State*' (PA), and 'ZIP code*' (17120). A 'Country*' dropdown shows 'United States'. At the bottom of the main form are 'Save Draft', 'Previous Step', and 'Next Step' buttons. To the right of the main form is a 'Help' window with a close 'X' button. It contains a detailed explanation of what constitutes a principal office address in Pennsylvania, noting that it must be a street or rural route box number, and that the state or ZIP code must be included. It also states that the 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 step in the annual report process. On the left, a sidebar lists steps: Business Details (checked), Registered Office (checked), Principal Office (checked), Governor(s) (unchecked, highlighted in grey), Officer(s) (unchecked), Processing Fees (unchecked), Confirm (unchecked), and Sign and File Document (unchecked). The main area is titled "Governor(s)" and contains the instruction "The name of at least one governor". It says "Click on a row to edit. Use the delete button to remove any governors that are no longer serving." A table row shows "Thomas T. Tester" with "Copy" and "Delete" buttons. A large blue arrow points from the "Help?" button in the top right corner to a detailed help box on the right. The help box defines a governor as a person with authority to exercise powers of an association and manage its affairs pursuant to organic law and rules. It lists various roles including directors, managers, partners, and trustees. At the bottom are "Save Draft", "Previous Step", and "Next Step" buttons.

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.

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) Selected
- Processing Fees
- Confirm
- Sign and File Document

Principal Officer(s)

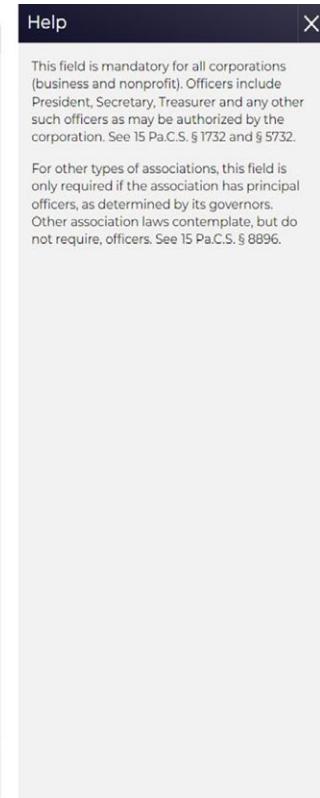
The names and titles of the persons who are its principal officers, if any, as determined by its governors

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	<button>Copy</button> <button>Delete</button>
Viraj V. Vasav	Vice President	<button>Copy</button> <button>Delete</button>
Susan S. Smith	Secretary	<button>Copy</button> <button>Delete</button>
Tonya T. Thomas	Treasurer	<button>Copy</button> <button>Delete</button>

Add

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	
Vraj 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*
<input type="text"/>	<input type="text"/> (Enter full name of authorized signer)	<input type="text"/> MM/DD/YYYY
		<input type="button" value="Today"/>

File Online Print and Mail

[Save Draft](#) [Previous Step](#) [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*
<input type="text"/> Director	<input type="text"/> Thomas T. Tester	<input type="text"/> 12/02/2024
		<input type="button" value="Today"/>

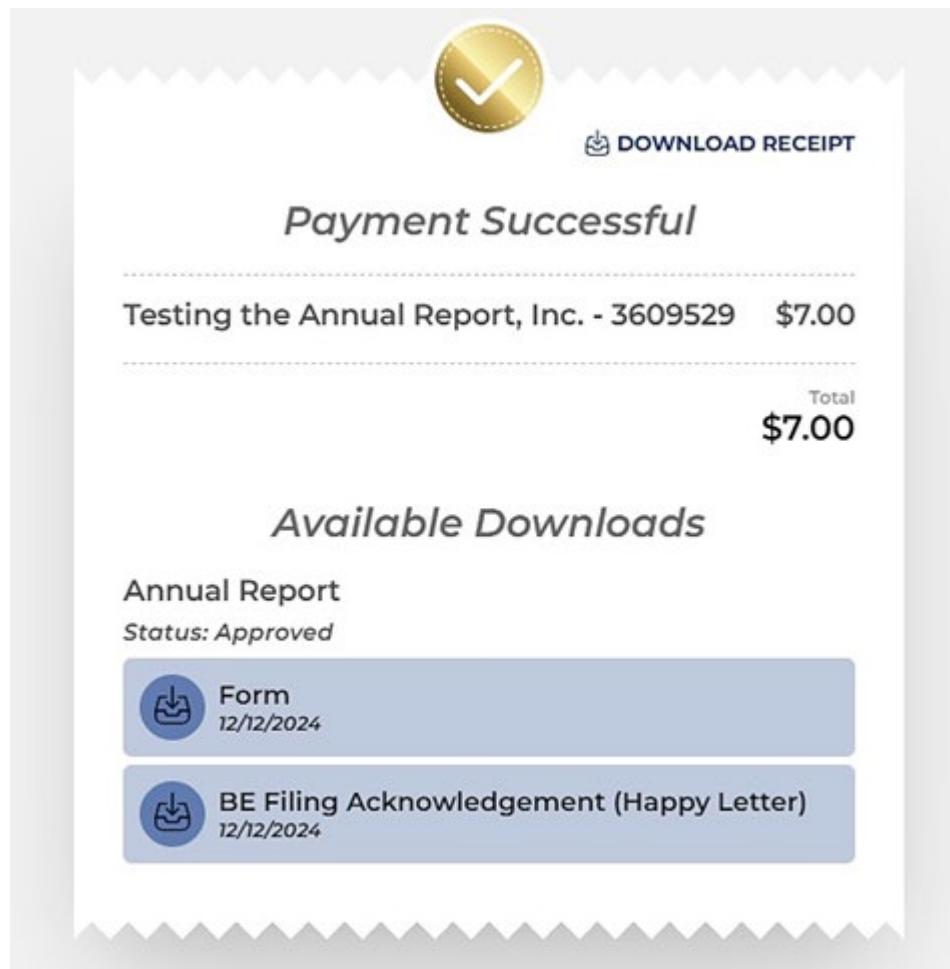
File Online Print and Mail

[Save Draft](#) [Previous Step](#) [File Online](#)

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 ánimo 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

Pennsylvania Department of State
-FILED-
Amendment #: 0012936350
Date Filed: 12/12/2024

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																	
<input checked="" type="checkbox"/> 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"> <thead> <tr> <th>Name of individual or organization</th> <th>Position</th> <th>Other Position</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Pablo P. Perez</td> <td>President</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Viraj V. Vasav</td> <td>Vice President</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Susan S. Smith</td> <td>Secretary</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Tonya T. Thomas</td> <td>Treasurer</td> <td></td> </tr> </tbody> </table>			Name of individual or organization	Position	Other Position	<input checked="" type="checkbox"/> Pablo P. Perez	President		<input checked="" type="checkbox"/> Viraj V. Vasav	Vice President		<input checked="" type="checkbox"/> Susan S. Smith	Secretary		<input checked="" type="checkbox"/> Tonya T. Thomas	Treasurer	
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<input checked="" type="checkbox"/> Viraj V. Vasav	Vice President																
<input checked="" type="checkbox"/> Susan S. Smith	Secretary																
<input checked="" type="checkbox"/> 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															

B0495-7972 12/12/2024 1:53 PM Received by Pennsylvania Department of State