



This tutorial will teach users how to sign in to and out of PA-SHARE as a Guest or Basic, Pro, or Business user. It will also teach users how to subscribe to a Pro or Business account.

Review the complete tutorial or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

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PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

Signing In as a Guest User

This section will outline the steps needed to sign in to PA-SHARE as a [Guest](#) user.

PH An Official Pennsylvania Government Website PA-SHARE is owned by the Commonwealth of Pennsylvania and managed by the PA SHPO, a bureau of PHMC



PA-SHARE is a web application that replaces the former Cultural Resources GIS (CRGIS) system and the PA SHPO's existing paper-based systems.

PA-SHARE users can search for and locate historic properties and archaeological sites using GIS technology, retrieve and download information about these places, submit and track submissions, and manage project communications related to PA SHPO's programs electronically from the convenience of their home or office.

SIGN IN

Forgot your username or password?
[Terms of Service](#)

PROCEED AS GUEST

REGISTER FOR AN ACCOUNT

 **Pennsylvania State Historic Preservation Office**
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

Welcome to PA-SHARE, Pennsylvania's GIS and online project management system for documenting and working with Pennsylvania's older and historic places.



Use PA-SHARE to search for and locate historic properties and archaeological sites, view and download information, submit and track projects for PA SHPO's programs, and manage all of your project communications conveniently from your home or office.

Sign in to PA-SHARE with your Keystone Login or CWOPA credentials.

If you do not have a Keystone Login, click "Register for an Account." For step-by-step instructions, see [Signing In and Subscribing to PA-SHARE](#)

SIGN IN

Forgot your [username](#) or [password](#)?

[Terms of Service](#)

PROCEED AS GUEST ←

REGISTER FOR AN ACCOUNT

Please email the PA-SHARE Help Desk at pashare@pa.gov for assistance.

At the left side of the screen, find the three buttons:

- Sign In
- Proceed as Guest
- Register for an Account

Click "Proceed as Guest"



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE



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Viewing information in PA-SHARE does not constitute compliance with the National Historic Preservation Act, 54 U.S.C. § 300101 et seq, or notification of or consultation with PHMC according to the State History Code, 37 Pa.C.S § 101 et seq. Your use of the PA-SHARE website acts as acceptance of these terms, conditions, and acknowledgment of these disclaimers.

By clicking the "I ACCEPT" button below, you are acknowledging that you have read and agree to the commonwealth's privacy policy and disclaimers.

By clicking the "I DO NOT ACCEPT" button below, you will not be permitted to access the PA-SHARE system.



The PA-SHARE Disclaimer statement will pop open on your screen.

Click "I Accept" to proceed with sign in.

The Disclaimer statement will disappear.

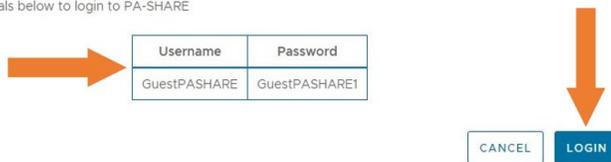


Guest Login

You have selected to login to PA-SHARE as a guest user. We support guest users to ensure that the information we collect, generate, and store on behalf of the Commonwealth of Pennsylvania is **accessible to all residents**.

Please note that viewing PA-SHARE via the guest account will result in a limited experience. You will not be able to contribute new submission or interact with SHPO, as the guest account does not provide a means of contact. If you plan to use PA-SHARE for work or pleasure, please consider **registering for a free account**.

1. Click the "LOGIN" button below
2. In the popup, expand "ArcGIS Login"
3. Use the credentials below to login to PA-SHARE

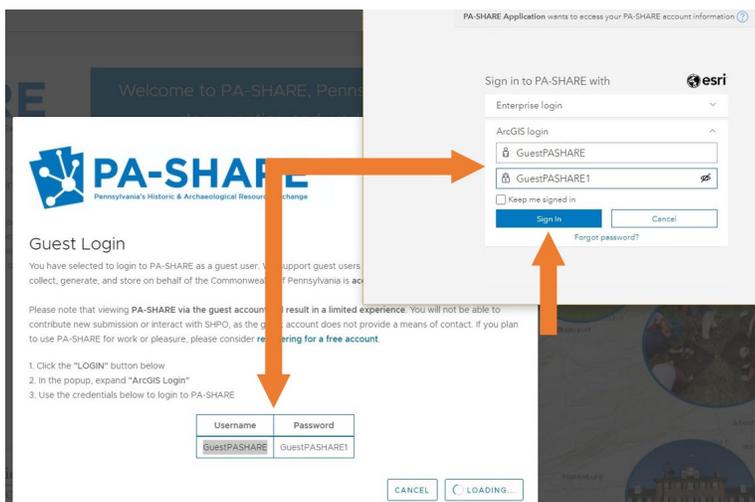


The Guest Login instructions will open on your screen.

Note that Guest users will sign in using the following credentials:

- Username: GuestPASHARE
- Password: GuestPASHARE1

Click "Login".



A window titled "Sign In to PA-SHARE with" will appear on your screen. This window will open on top of or next to the Guest Login instructions.

Guest users must sign in using the ArcGIS login.

Enter "GuestPASHARE" as the Username. The Username field is first and indicated by the outline of a person.

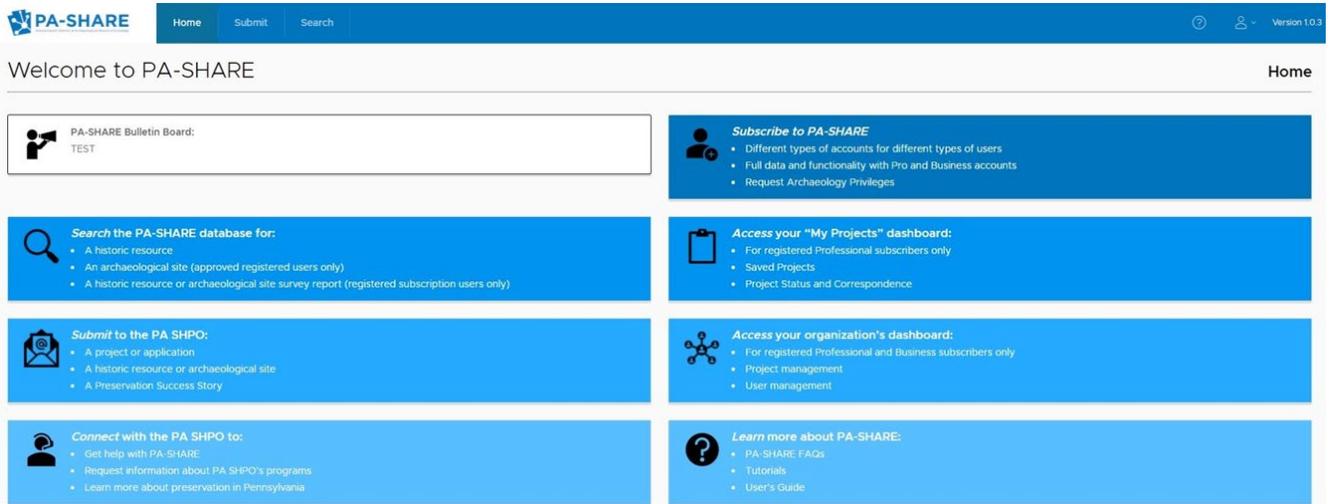
Enter "GuestPASHARE1" as the Password. The Password field is second and indicated by the outline of a lock.

Click "Sign In".



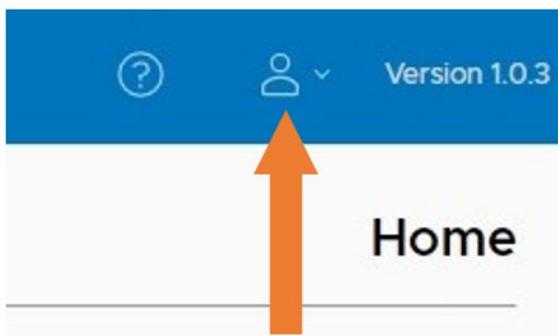
PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

You have successfully signed in as a Guest user when you see the “Welcome to PA-SHARE” screen.



Signing Out as a Guest User

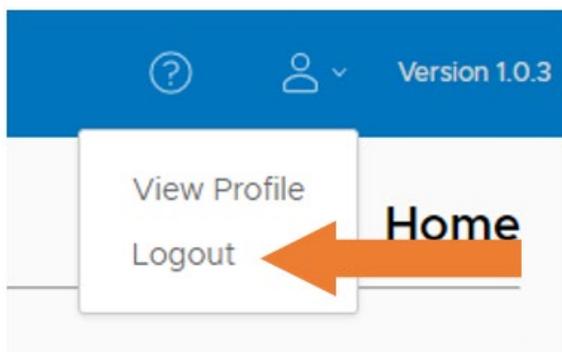
This section will outline the steps to sign out of PA-SHARE as a [Guest](#) user.



Find the User icon in the upper right corner of your screen.

The User icon is the outline of a person.

The User icon, along with the Help icon and PA-SHARE version number, is anchored in this upper right corner location and is always visible.



Click on the User icon.

A dropdown will open with these options:

- View Profile
- Logout

Click “Logout”.

Your browser window will automatically change to the PA-SHARE website homepage.



Registering for an Account

If you do not have a Commonwealth of Pennsylvania email address (one that ends in @pa.gov), you will need to create a Keystone Login account to use PA-SHARE. If you already have a Keystone Login account, you do not need to register for another account to use PA-SHARE. You may have already created an account when using other commonwealth services, like renewing your car registration.

For users without CWOPA credentials, [Keystone Login](#) serves as the authentication platform for PA-SHARE. Keystone Login is a single, secure user account management system for doing online business with any Commonwealth of Pennsylvania agency. The commonwealth introduced the universal Keystone Login in December 2019 as the universal replacement for the former Keystone ID and PALogin systems. Many commonwealth agencies utilize Keystone Login for citizens and anyone doing business with the commonwealth so they can access programs and services.

This section will outline the steps needed to register for a [Keystone Login](#) account. Once you have successfully signed in with your Keystone Login account, your PA-SHARE account is automatically set up for you.

NOTE: If you already have a Keystone Login account, please go to the next section: [Signing in with Your Keystone Login](#).

Use PA-SHARE to search for and locate historic properties and archaeological sites, view and download information, submit and track projects for PA SHPO's programs, and manage all of your project communications conveniently from your home or office.

Sign in to PA-SHARE with your Keystone Login or CWOPA credentials.

If you do not have a Keystone Login, click "Register for an Account." For step-by-step instructions, see [Signing In and Subscribing to PA-SHARE](#)

SIGN IN

Forgot your [username](#) or [password](#)?

[Terms of Service](#)

PROCEED AS GUEST

REGISTER FOR AN ACCOUNT

Please email the PA-SHARE Help Desk at pashare@pa.gov for assistance.

At the left side of the screen, find the three buttons:

- Sign In
- Proceed as Guest
- Register for an Account

Click "Register for an Account."

Register for Keystone Login & PA-SHARE User Accounts

PA-SHARE uses the Commonwealth's Keystone Login system for registration and sign in. Filling out the form below will create a Keystone account, as well as register you as a user of PA-SHARE. All fields are required except those marked [OPTIONAL].

If you already have a Keystone account, cancel and click Sign In.

Essential Account Information

A new window will open in your browser.

The online form is divided into four sections. **You will need to fill in all fields unless they are noted as [OPTIONAL].**



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

Essential Account Information

The fields listed below are all required. They're used for both your Keystone Login and your PA-SHARE user accounts.

First Name

Last Name

User Name
This will be your login for Keystone

Email
This will be your email for Keystone & PA-SHARE

Date of Birth

Essential Account Information

Enter your information for all of the fields shown: first name, last name, username, email, and date of birth.

All these fields are required.

Please note that your username cannot be your email address or include special characters.

Password

This password will be used when you click the "SIGN IN" button on the landing page. The password and your User Name are your credentials to access PA-SHARE.

The password must meet the following requirements:

- at least 12 characters
- not include first name, last name, or user name
- include any three of the following four criteria:
 - one uppercase letter
 - one lowercase letter
 - one number
 - one special character

Password
Password must be at least 12 characters

Confirm Password

Password

You will need to create a password for signing in to Keystone Login and PA-SHARE.

The guidelines for creating a password are listed. You will get a specific error message if you do not meet one of the requirements.

A password is required.

Questions and Answers

These questions and answers are collected by the Keystone Login system. In the event you lose your password or are otherwise unable to access your account, you can use the answers to these questions as a means of account recovery.

Question 1

Answer 1
This is the answer to question 1

Question 2

Answer 2
This is the answer to question 2

Question 3

Answer 3
This is the answer to question 3

Questions and Answers

Select three security questions and enter answers for your account.

These are a security measure that will help you access your account if you forget your password or have other problems accessing your account.

Three questions and answers are required.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

Title, Address, & Phone

The information collected here is used by PA-SHARE. It's configured as your account's contact information. Your contact details will be used by SHPO as a means to communicate with you regarding any pending submissions, requests, or general inquiries. Up to date contact information is essential to the smooth operation of PA-SHARE.

Title _____
e.g., Contractor [OPTIONAL]

Address Line 1 _____
e.g., 300 North Street

Address Line 2 _____
e.g., Suite 100 [OPTIONAL]

City _____
e.g., Harrisburg

State _____
e.g., Pennsylvania

ZIP Code _____
e.g., 17120

Mobile Number _____
e.g., 555-555-5555

Phone 2 _____

Title, Address & Phone

This information collected in this section is used by PA-SHARE for your account information.

Enter your job or position title if preferred, for example, "Architectural Historian" or "Architect." This field is optional.

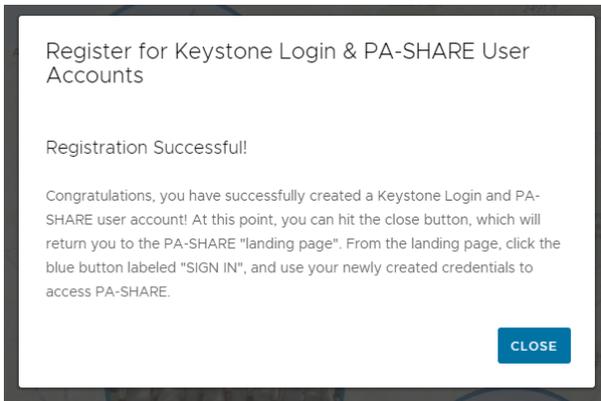
Your address, city, state, zip code and phone number are required.



When you have completed the form, click "Register" in the lower right-hand corner of the window to complete the process.

An alert will notify you if any of your information is missing or incorrect.

If you need to reset the form and start over, click "Reset." To cancel the form and return to the home page, click "Cancel."



Once you have successfully registered, a new window will open in your browser letting you know that you can now sign in to PA-SHARE.

Close this window to return to the PA-SHARE home page to sign in.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

Use PA-SHARE to search for and locate historic properties and archaeological sites, view and download information, submit and track projects for PA SHPO's programs, and manage all of your project communications conveniently from your home or office.

Sign in to PA-SHARE with your Keystone Login or CWOPA credentials.

If you do not have a Keystone Login, click "Register for an Account." For step-by-step instructions, see [Signing In and Subscribing to PA-SHARE](#)

SIGN IN

Forgot your [username](#) or [password](#) ?

[Terms of Service](#)

PROCEED AS GUEST

REGISTER FOR AN ACCOUNT

Please email the PA-SHARE Help Desk at pashare@pa.gov for assistance.

Click the "Sign In" button on the PA-SHARE home page.

Follow the directions outlined in the next section.



Signing in with Your Keystone Login

This section will outline the steps to sign in to PA-SHARE as a Basic, Pro or Business user using Keystone Login.

If you do not have a Keystone Login account, please refer to the previous section, [Registering for an Account](#).

Users with Commonwealth of Pennsylvania (CWOPA) credentials should refer to the next section, [Signing in as a Registered User with CWOPA Credentials](#).

Note: The first time you log in to PA-SHARE, it will be as a Basic user. For instructions on subscribing to PA-SHARE, refer to [Subscribing to PA-SHARE with a Pro or Business Account](#).

Checking Your Keystone Login Account

PA-SHARE requires that your Keystone Login account include your email and that you sign in using your Keystone Login username and password.

Please verify that you have a Keystone Login account, your username and password, and email before signing in to PA-SHARE.



Go to www.keystonelogin.pa.gov.

Click “Log In.”

Log In

Username

Password

Please enter a Password

 Sign in with Google

[Forgot Username?](#)
[Forgot Password?](#)
[Migrate an existing PALogin account?](#)
[Keystone Login FAQ](#)
[Do you think you already have a Keystone Login account?](#)

Enter your username and password and click “Log In.”

Use the links provided below the Log In button to retrieve your username and password.

Username:

<https://keystonelogin.pa.gov/Account/ForgotUserName>

Password:

<https://keystonelogin.pa.gov/Account/ForgotPassword>



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

Welcome

Please select one of the following options:

- Register To Vote
- Change Password
- Edit Account 
- Manage Social Logins

Once you are signed in to your Keystone Login account, click “Edit Account” to add your email address and make any other changes.

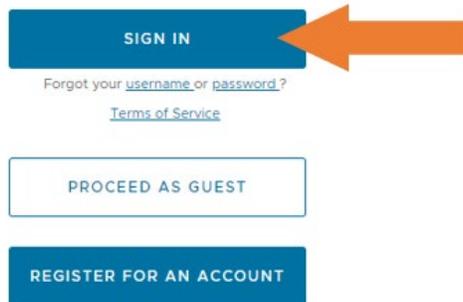
The Keystone Login website has helpful information as well as a Help Desk, which can be reached by phone at 877-328-0995 or by email at KeystoneLoginSupport@randstadusa.com.

Signing In

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Please email the PA-SHARE Help Desk at pashare@pa.gov for assistance.

At the left side of the screen, find the three buttons:

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Click “Sign In”



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Click "I Accept" to proceed with sign in.

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⚠ IMPORTANT!

On the pages that follow, registered users must select Enterprise login. Do not use the ArcGIS login.



Public Users: You will Log-in using the Citizen Login option.

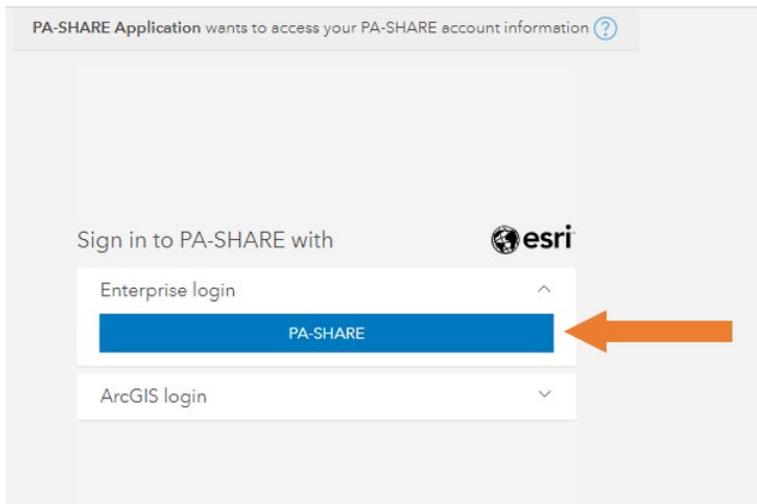


Commonwealth employees: Log-in using the CWOPA option.



A new window will open in your browser with important instructions for what to do with the next window that will appear.

Click "Login."



A window titled "Sign In to PA-SHARE with" will appear on your screen.

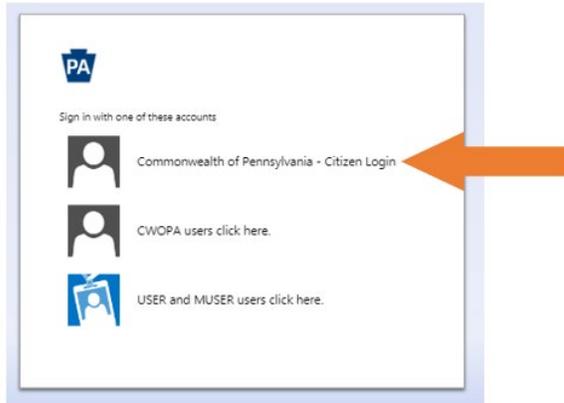
There will be two portals shown for logging in to PA-SHARE:

- Enterprise login
- ArcGIS login.

Click the blue "PA-SHARE" button in the "Enterprise login" box. Do not click the ArcGIS login.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE



Another window titled “Sign in with one of these accounts” will appear on your screen.

Click “Commonwealth of Pennsylvania – Citizen Login” to log in using your Keystone login.

NOTE: You will only see this screen the first time you log in to PA-SHARE. Subsequent logins will take you directly to the next login screen.



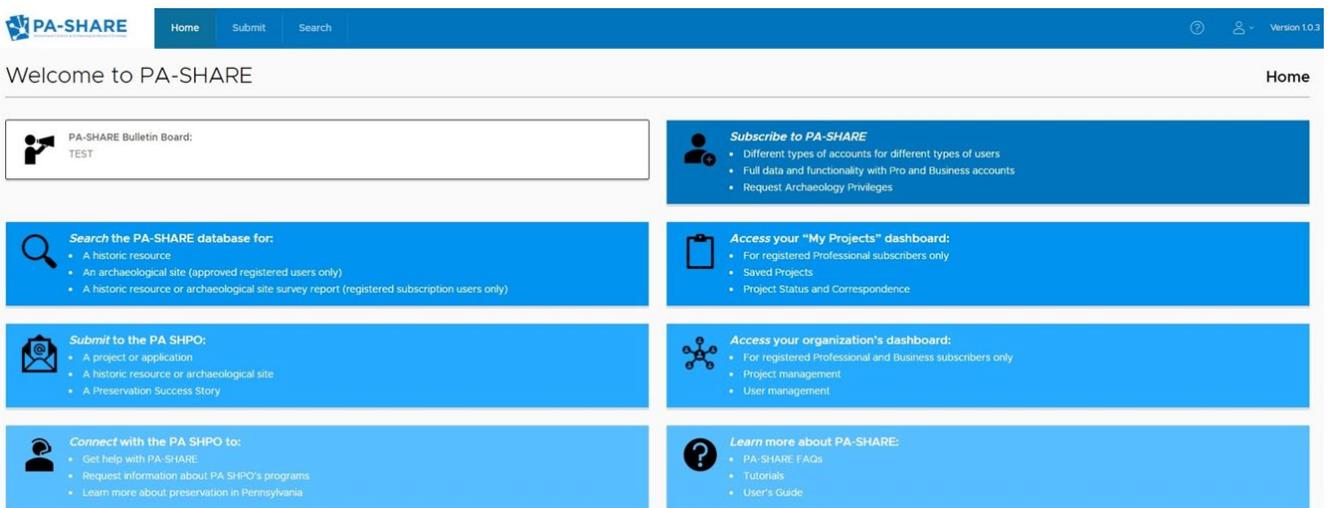
A third window titled “Commonwealth of Pennsylvania – Citizen Login” will appear on your screen.

Type in your Username. This is your Keystone Login Username.

Type in your Password. This is your Keystone Login Password.

Click “Sign in”.

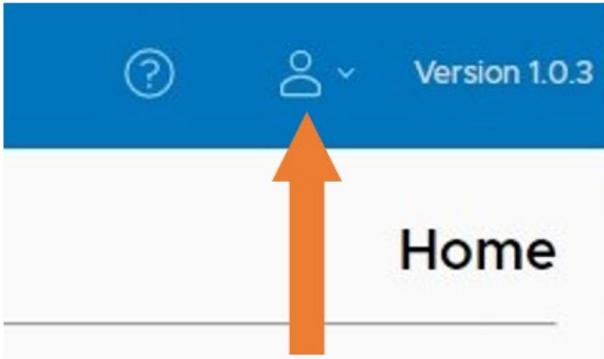
You have successfully signed in as a registered user with Keystone Login when you see the “Welcome to PA-SHARE” screen.





Signing Out

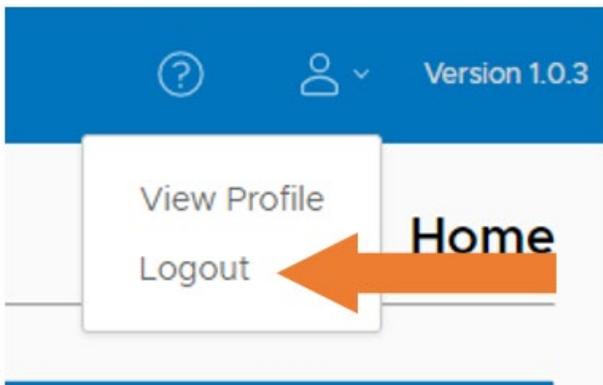
This section will outline the steps to sign out of PA-SHARE as a Basic, Pro or Business user.



Find the User icon in the upper right corner of your screen.

The User icon is the outline of a person.

The User icon, along with the Help icon and PA-SHARE version number, is anchored in this upper right corner location and is always visible.



Click on the User icon.

A dropdown will open with these options:

- View Profile
- Logout

Click "Logout".

Your browser window will automatically change to the PA-SHARE website homepage.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

Signing in as a Registered User with CWOPA Credentials

This section will outline the steps to sign in to PA-SHARE as a Basic, Pro or Business user with Commonwealth of Pennsylvania (CWOPA) credentials.

Users who have Keystone login should refer to the previous section, [Signing in with Your Keystone Login](#).

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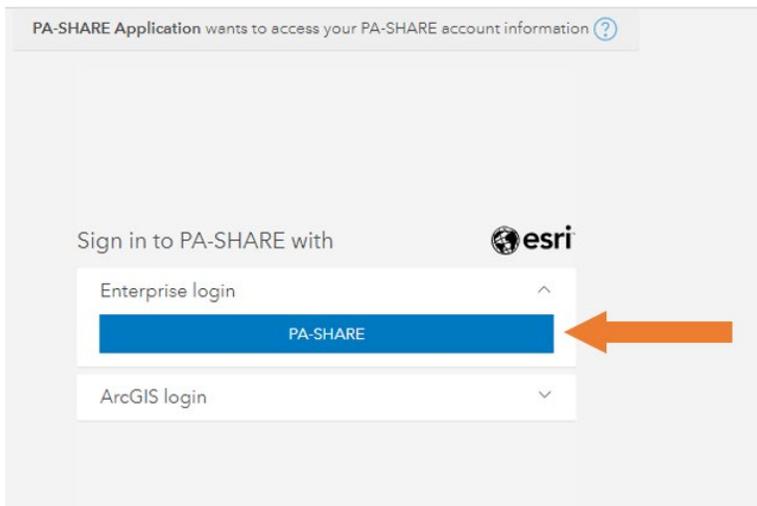
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The PA-SHARE Disclaimer statement will pop open on your screen.

Click "I Accept" to proceed with sign in.

The Disclaimer statement will disappear.



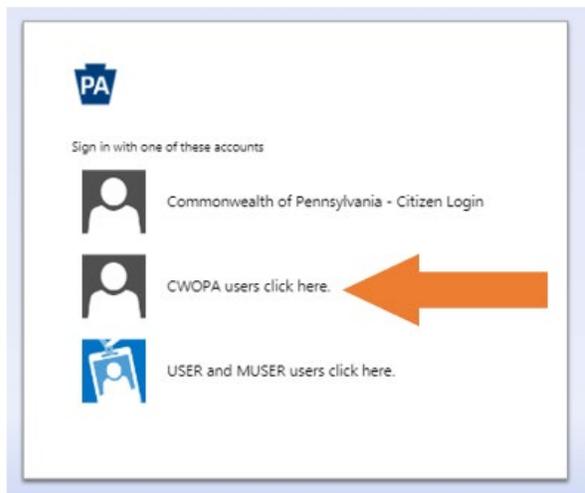
A window titled "Sign In to PA-SHARE with" will appear on your screen. This window will open on top of or next to PA-SHARE homepage.

There will be two portals shown for logging in to PA-SHARE:

- Enterprise login
- ArcGIS login.

Click the blue "PA-SHARE" button in the "Enterprise login" box.

If you do see the blue "PA-SHARE" button, click in the "Enterprise login" box to open it.



Another window titled "Sign in with one of these accounts" will appear on your screen.

Click "CWOPA users click here" to log in using your Commonwealth of Pennsylvania (CWOPA) credentials.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE



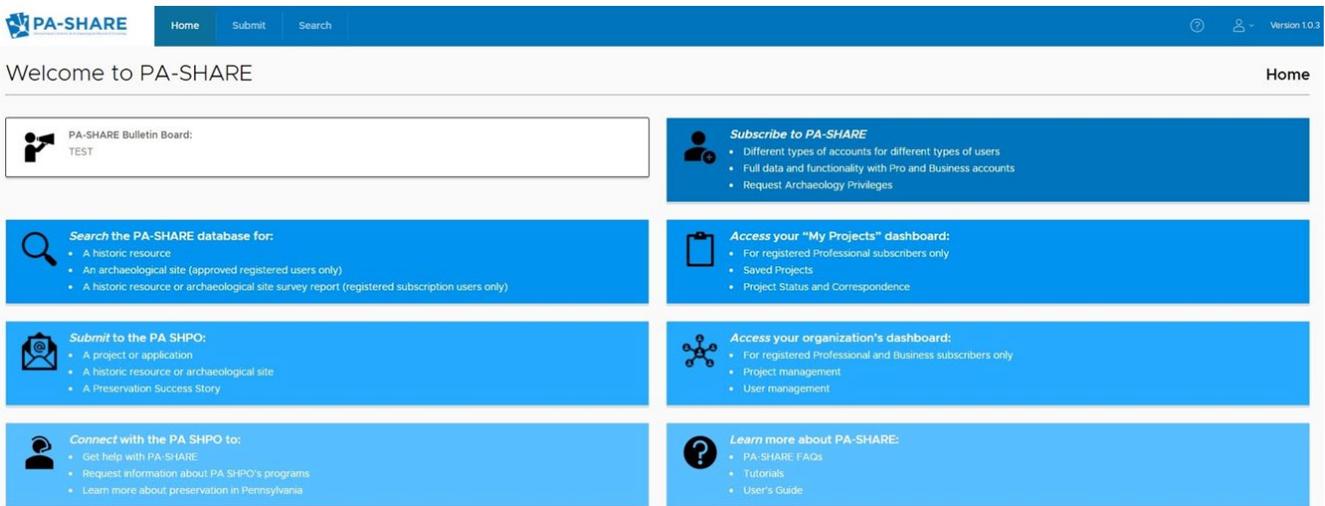
A third window title "Sign In with Commonwealth account" will appear on your screen.

Type in your CWOPA Username. If you receive an error notification that your Username is incorrect, try adding "CWOPA/" before your Username. You can also try using your email address (Username@pa.gov).

Type in your Password.

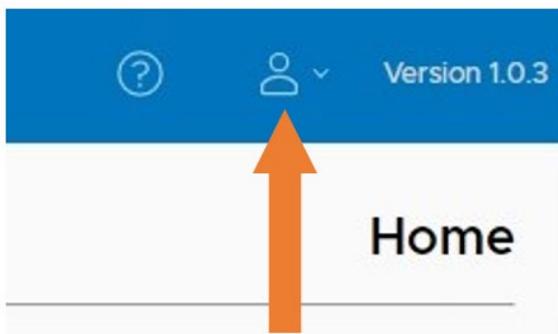
Click "Sign in".

You have successfully signed in as a registered user with CWOPA credentials when you see the "Welcome to PA-SHARE" screen.



Signing Out

This section will outline the steps to sign out of PA-SHARE as a Basic, Pro or Business user.



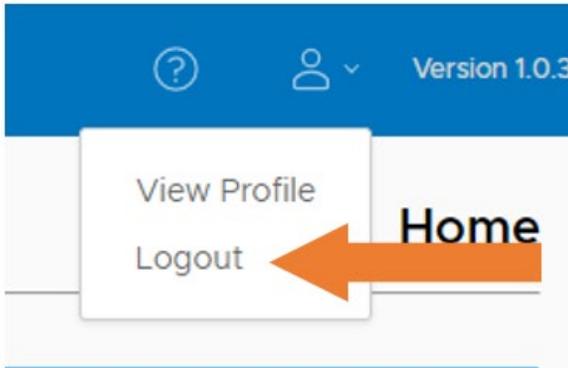
Find the User icon in the upper right corner of your screen.

The User icon is the outline of a person.

The User icon, along with the Help icon and PA-SHARE version number, is anchored in this upper right corner location and is always visible.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE



Click on the User icon.

A dropdown will open with these options:

- View Profile
- Logout

Click "Logout".

Your browser window will automatically change to the PA-SHARE website homepage.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

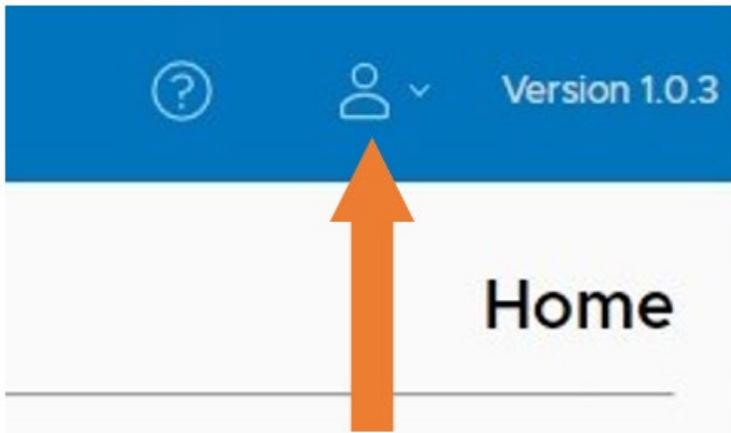
Subscribing to PA-SHARE with a Pro or Business Account

This section will outline the steps to purchase a Pro or Business account in PA-SHARE.

A paid account is not required to submit information to PA SHPO through PA-SHARE or to search and view the PA SHPO database. To learn more about the benefits of and the differences between the Pro and Business accounts, visit <https://www.phmc.pa.gov/PA-SHARE/Pages/Options---Subscriptions.aspx>.

NOTE: your subscription will not be immediately activated. Your account will be updated with your purchased subscription within 24 hours of making payment.

Sign in to PA-SHARE using your [Keystone login](#) or [CWOPA credentials](#) to arrive at the “Welcome to PA-SHARE” screen.



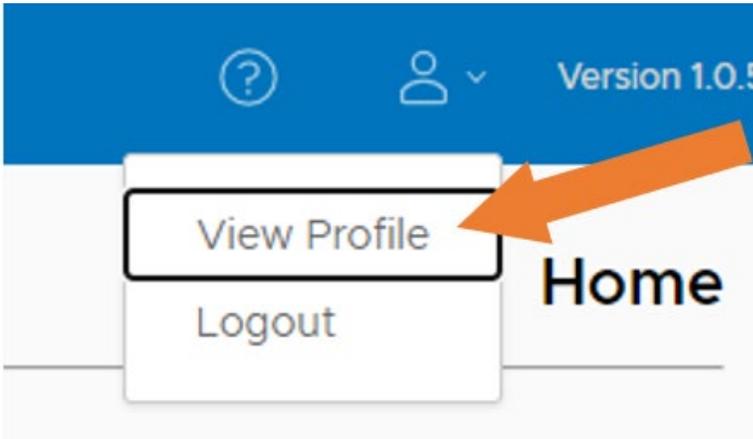
Find the User icon in the upper right corner of your screen.

The User icon is the outline of a person.

The User icon, along with the Help icon and PA-SHARE version number, is anchored in this upper right corner location and is always visible.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE



Click on the User icon to open the drop-down menu.

Click "View Profile".

User Profile

| | |
|--------------|--------------|
| Email | Username |
| Title | Organization |
| Address | |
| Phone 1 | Phone 2 |
| Date Created | User Type |

A new window titled "User Profile" will appear on your screen.



The "Subscribe to PA-SHARE" and "Edit" buttons will be located in the lower righthand corner of the window.

Click "Subscribe to PA-SHARE".

A window titled "Manage Subscriptions" will appear on your screen.

Manage Subscriptions

User's Organization

Organization Name

100 characters remaining

| Subscription Role | Date First Subscribed | Date Expired |
|-------------------|-----------------------|--------------|
| Basic | | |

Subscriptions Options

PA-SHARE has four levels of access for searching PA SHPO's online cultural resources data and interacting with PA SHPO's programs, each building on the last to offer the features and functionality that best fits user needs.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

Manage Subscriptions

User's Organization

Organization Name

100 characters remaining

Subscription Role

Basic

For Business Accounts: Enter your Organization name.

Business accounts are for up to five users. The organization can be the company or organization name, municipality or county entity, or state or federal agency. Please be specific, if possible, to include the department, bureau, division, etc. name as well.

Note: The default subscription role in PA-SHARE is Basic. Once your purchase of a Pro or Business account is accepted, this will change to show which type of account you have purchased.

PRO - 1 MONTH PRO - 1 YEAR BUSINESS - 1 MONTH BUSINESS - 1 YEAR

These four subscription options will be shown in the center of your screen below the "Manage Subscriptions" section and above the table explaining the different tiers.

Click on the subscription option you would like to purchase.

Payment

PA-SHARE Subscription Service Terms and Conditions

Paid Service Terms

- **Acceptance of Terms.** The Pennsylvania Historical and Museum Commission (PHMC) is providing the following terms of service ("TOS"), which may be updated by PHMC <https://www.pa.gov/privacy-policy/>. Your use of PA-SHARE as a subscriber is subject to these terms, conditions, policies and notices (collectively, the "Agreement").

A window titled "Payment" will appear on your screen.

This window includes the full PA-SHARE Subscription Service Terms and Conditions/ Paid Service Terms.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

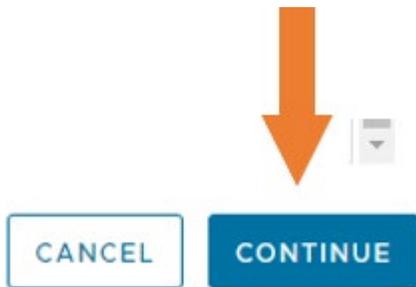
- **Entire Agreement.** This Agreement constitutes the entire agreement between you and PHMC for the PA-SHARE Service and governs your use of PA-SHARE.
- **Refusal of Service.** PHMC reserves the right to refuse or discontinue service to you at any time without notice.
- **Choice of Law.** This Agreement shall be governed by and in the laws of the Commonwealth of Pennsylvania and any federal courts in the United States. The Subscriber agrees that any such court shall have in personam jurisdiction over the Subscriber.

Read through the Paid Service Terms. As you read them, you will need to scroll down to reach the end.

Once you have read the terms, click “I acknowledge and agree to the described terms”. If you do not agree, you will not be able to proceed to payment.

I acknowledge and agree to the described terms 

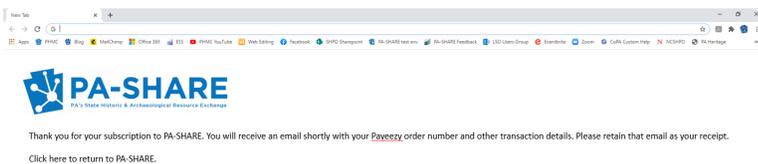
Select true or false



After agreeing to the terms, click “Continue”. This button and the “Cancel” button are located in the lower righthand corner of the window.

A new window for Payeezy will open in your browser.

Complete all required fields and submit your payment.



Once your payment is accepted, you will see this screen.

You can check your subscription level through your PA-SHARE User Profile.

Please note that your subscription will not be immediately activated. Your account will be updated with your purchased subscription within 24 hours of making payment. Once the payment is received, your user profile will show your Subscription Role as Business.

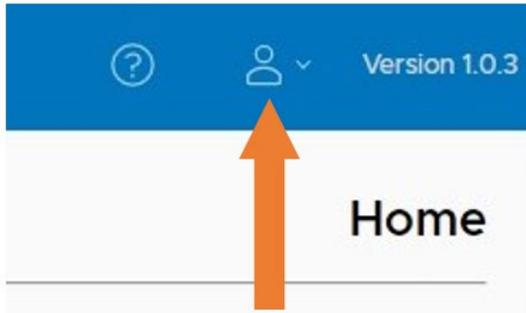
Managing Your Business Account

This section will outline the steps to add and remove users to your Business account. The Business account owner is the person who purchased a Business subscription through their PA-SHARE user profile. The account is managed through the Business account owner’s user profile. Only the account owner can add or remove users



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

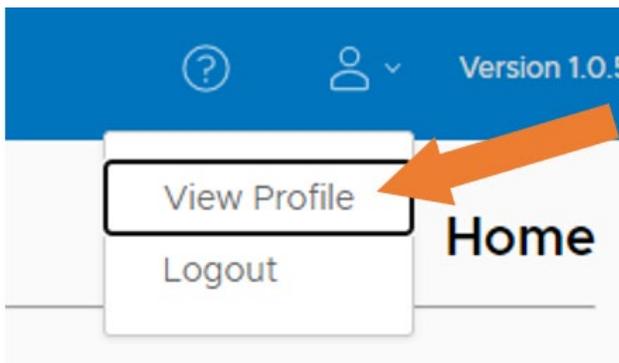
to the Business account. A Business account allows up to five users, including the business owner. **NOTE:** Before a user can be added to a Business account, they must be Basic users in PA-SHARE.



Find the User icon in the upper right corner of your screen.

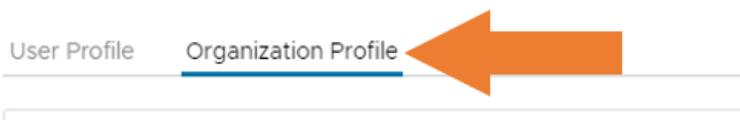
The User icon is the outline of a person.

The User icon, along with the Help icon and PA-SHARE version number, is anchored in this upper right corner location and is always visible.

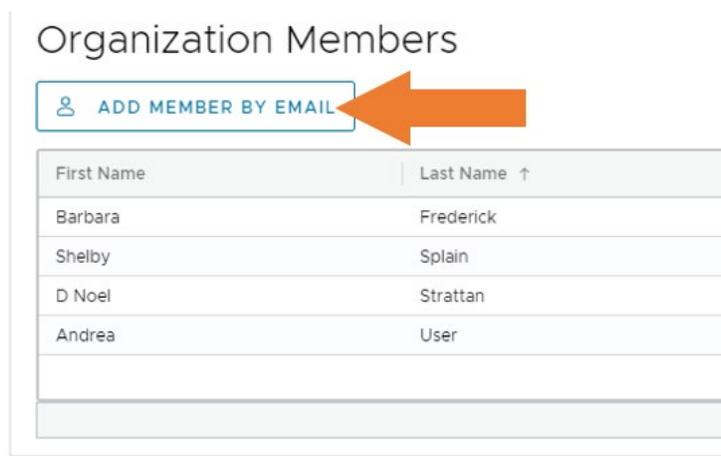


Click on the User icon to open the drop-down menu.

Click "View Profile".



There will be two tabs at the top of the window. Click on "Organization Profile" to manage Business account users.



Scroll to the bottom of the window. Under "Organization Members", click "Add Member By Email".

Any member you add to the Business account must have signed in to PA-SHARE as a Basic or Pro user at least once.

Business accounts may have up to five users at one time, including the owner.



PA-SHARE Tutorial: Signing In and Subscribing to PA-SHARE

Organization Members

Email Address
Email Address 

Enter the email address of the person you would like to add to your account. This person needs to be registered in PA-SHARE before you can assign them to your account.



Enter the email address of the person you would like to add to your account.

Click "Validate". The new user will now show in the Organization Members grid.

Organization Members



| First Name | Last Name ↑ | Email Address | Active |
|------------|-------------|-------------------|--------|
| Barbara | Frederick | bafrederic@pa.gov | Yes |

To remove or deactivate a user, click on their name in the grid and click "Delete".