The Pennsylvania Bureau of Corporations and Charitable Organizations has developed an online system for initial and renewal applications for charitable organizations. The Solicitation of Funds for Charitable Purposes Act, 10 P. S. § 162.1 et seq., requires organizations soliciting charitable contributions from Pennsylvania residents to register with the Bureau. Filings include:

- Charity Registration Statement (Form BCO-10)
- Registration Statement for Professional Solicitor (Form BCO-155)
- Professional Solicitor Bond (Form BCO-160)
- Professional Solicitor Campaign/Event Financial Report (Form BCO-165)
- Professional Solicitor Contract and Solicitation Notice (Form BCO-170)
- Professional Solicitor Solicitation Notice Addendum (Form BCO-170A)
- Registration Statement for a Professional Fundraising Counsel (Form BCO 150)
- Professional Fundraising Counsel Contract

This tool was developed to assist the user with creating a Keystone Login Account. Please use the following steps:

- Select **Your Favorite Web Browser** and then go to the Charities Home Page
  https://www.charities.pa.gov/CharitiesExternalWeb/#/page/default

- Typing in either of the following addresses in the address bar of your web browser will also work

    o https://www.charities.pa.gov/CharitiesExternalWeb/#/page/default
    o https://www.dos.pa.gov/BusinessCharities/Charities/Pages/default.aspx

PROCEDURE

1. Start the transaction using the menu path or transaction code.

BCCO - Charities
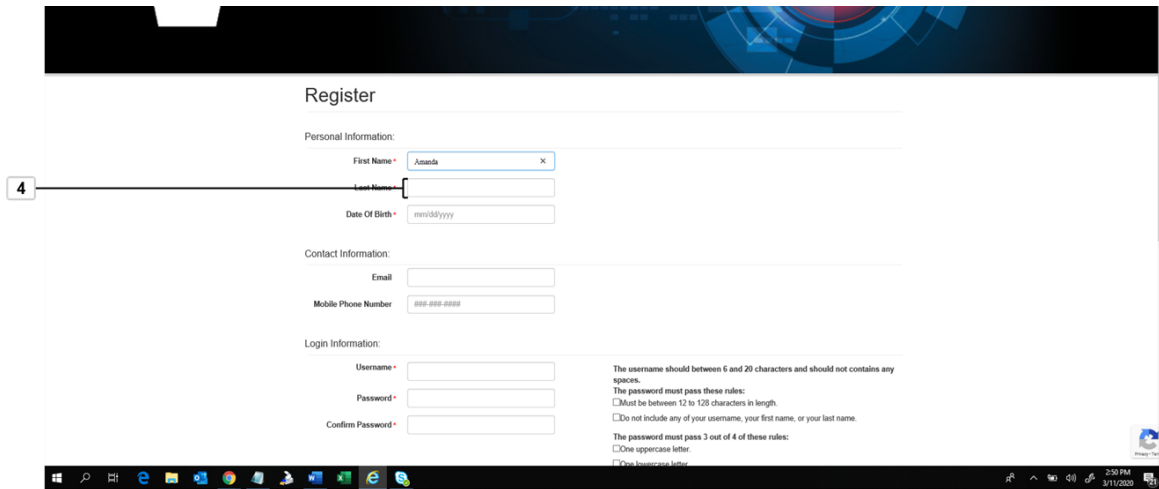
2. To create a Keystone Login account click on the register here link register here.

![Pennsylvania Office of Administration logo]

Pennsylvania Keystone Login Portal

3. As required, complete/review the following fields:

Field	R/O/C	Description
First Name	Required	**Example:** Amanda
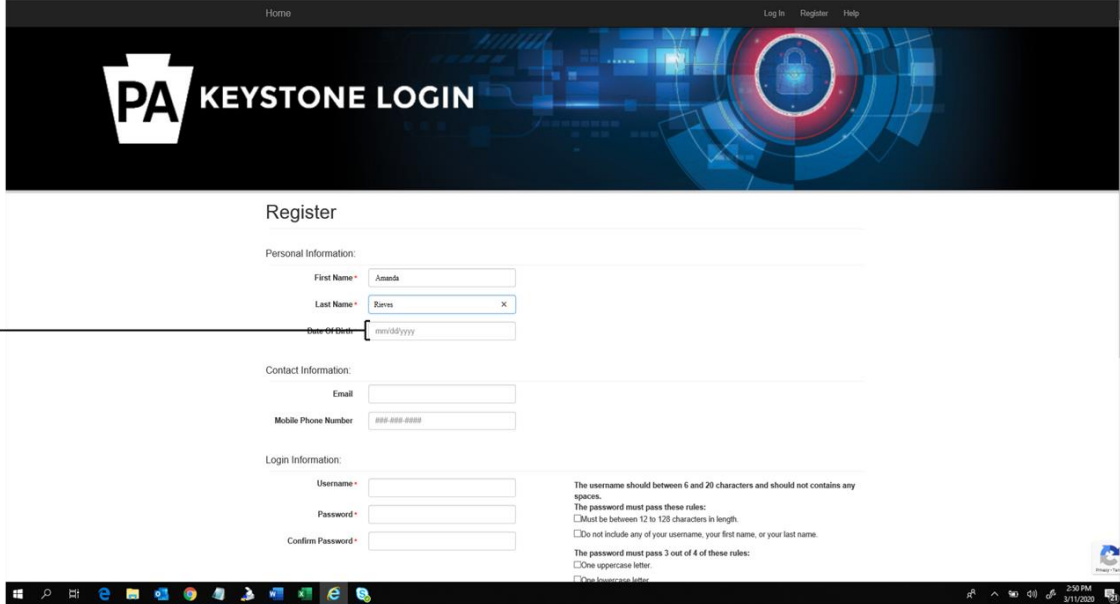
Pennsylvania Keystone Login Portal

4. As required, complete/review the following fields:

Field	R/O/C	Description
Last Name	Required	**Example:** Rieves

OFFICE OF ADMINISTRATION

Pennsylvania Keystone Login Portal

5. As required, complete/review the following fields:

Field	R/O/C	Description
Date Of Birth	Required	**Example:** 03/23/1976

Pennsylvania Keystone Login Portal
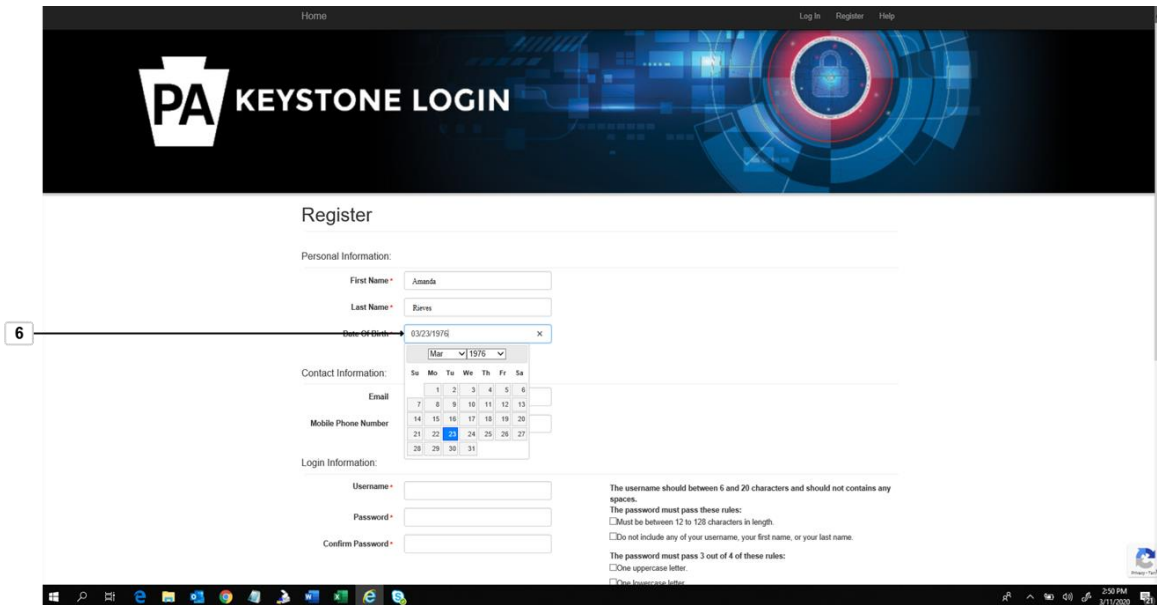
6. Select the Date of Birth text box 03/23/1976 ✕ .
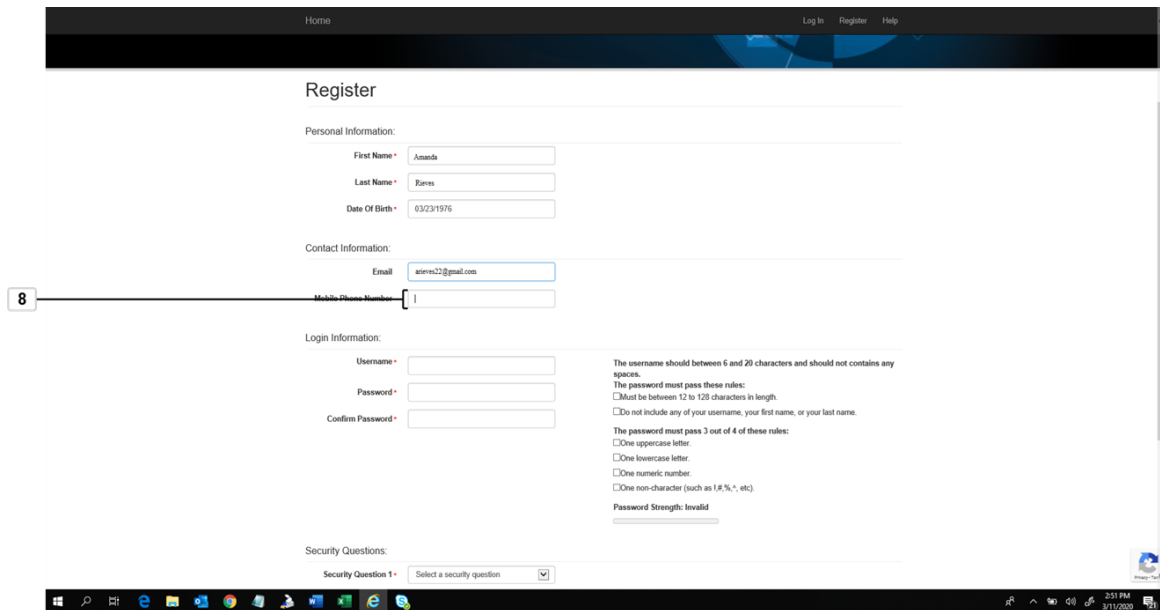
Pennsylvania Keystone Login Portal
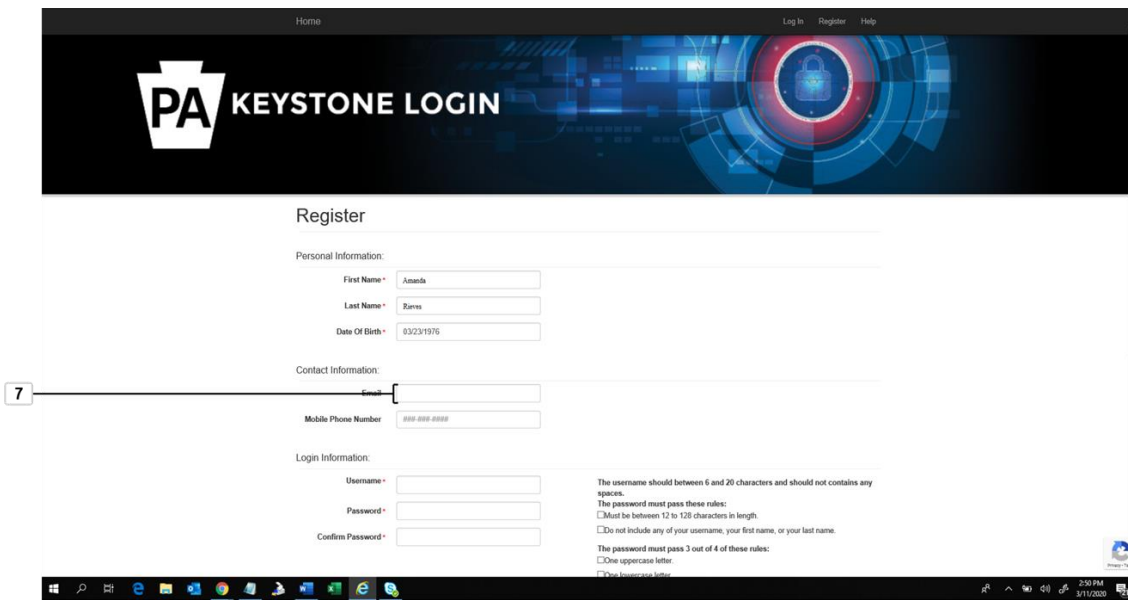
7. As required, complete/review the following fields:

Field	R/O/C	Description
Email	Required	**Example:** arieves22@gmail.com

Pennsylvania Keystone Login Portal
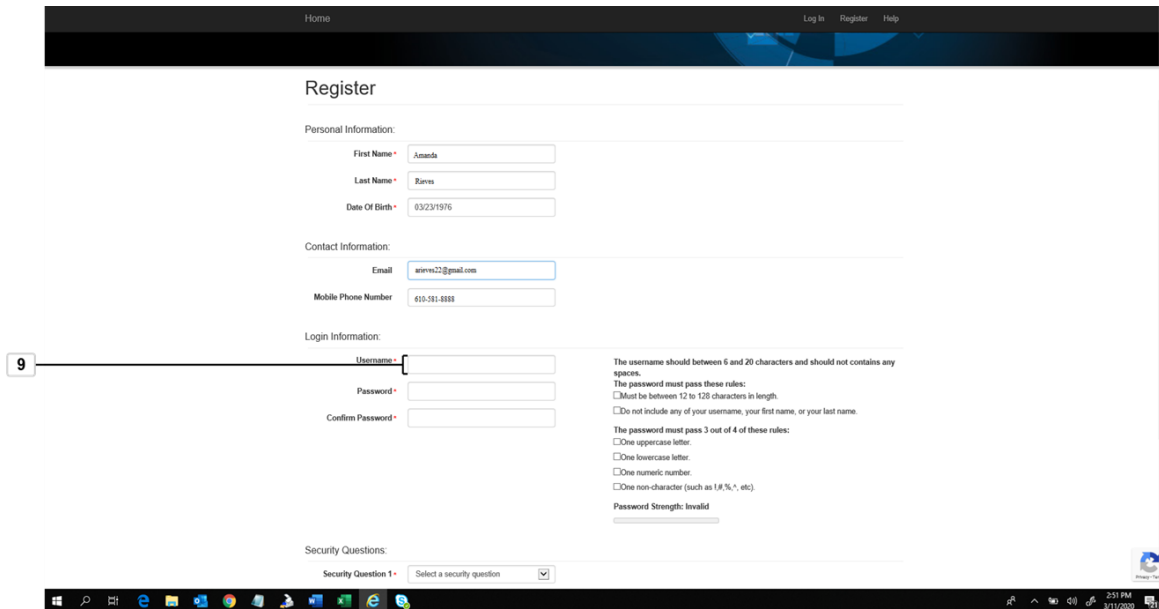
8. As required, complete/review the following fields:

Field	R/O/C	Description
Mobile Phone Number	Required	**Example:** 610-581-8888

Pennsylvania Keystone Login Portal

9.   As required, complete/review the following fields:
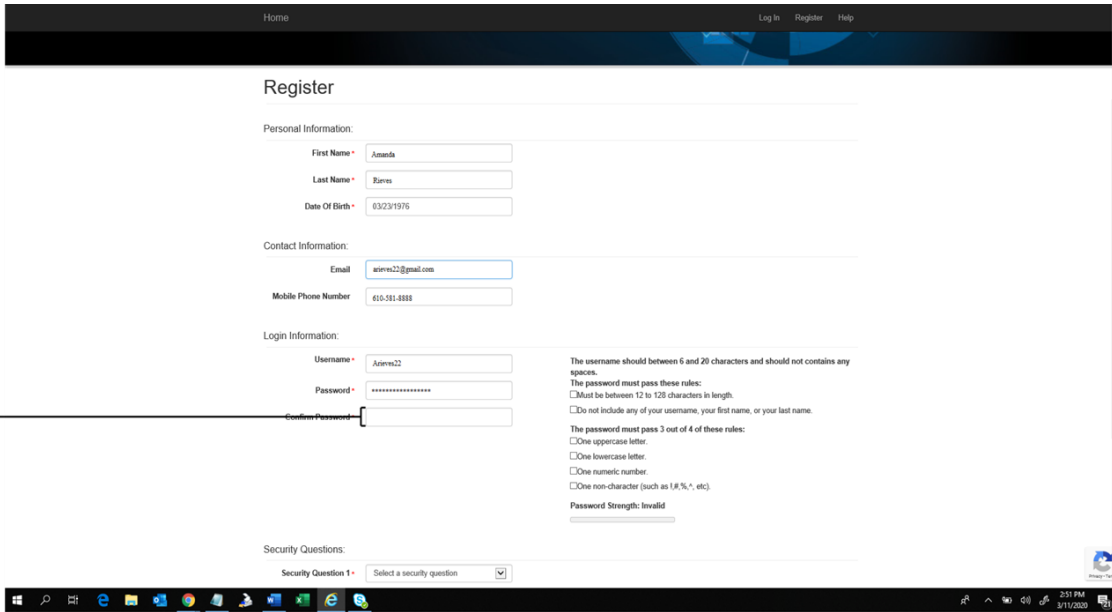
Field	R/O/C	Description
Username	Required	**Example:** Arieves22

Pennsylvania Keystone Login Portal

10. As required, complete/review the following fields:

Field	R/O/C	Description
Password	Required	**Example:** ***************
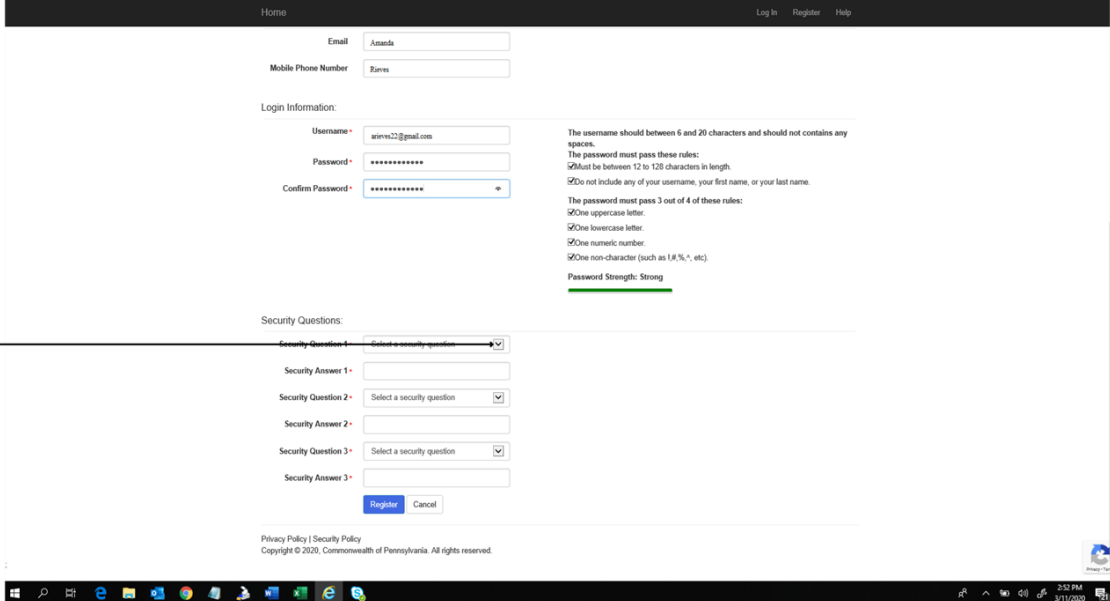
Pennsylvania Keystone Login Portal

11. As required, complete/review the following fields:
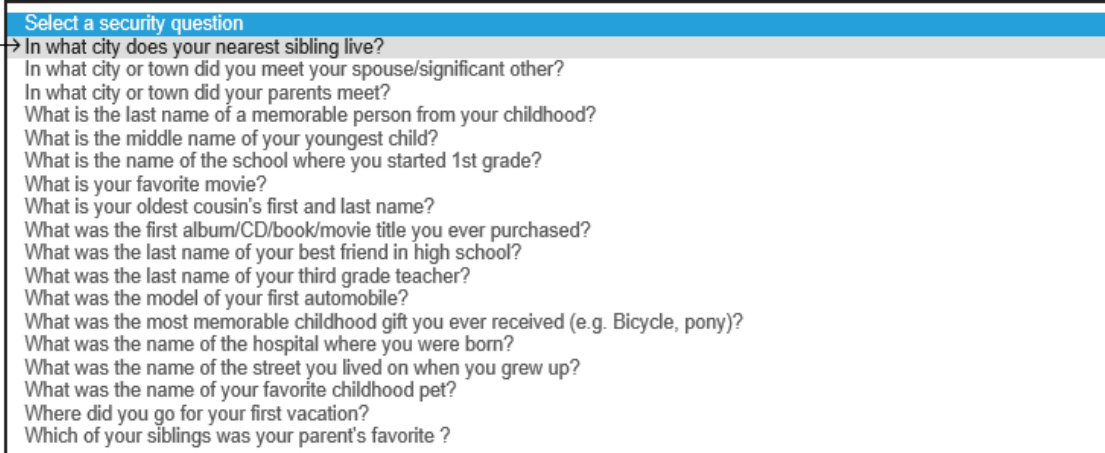
Field	R/O/C	Description
Confirm Password	Required	**Example:** ************

Pennsylvania Keystone Login Portal
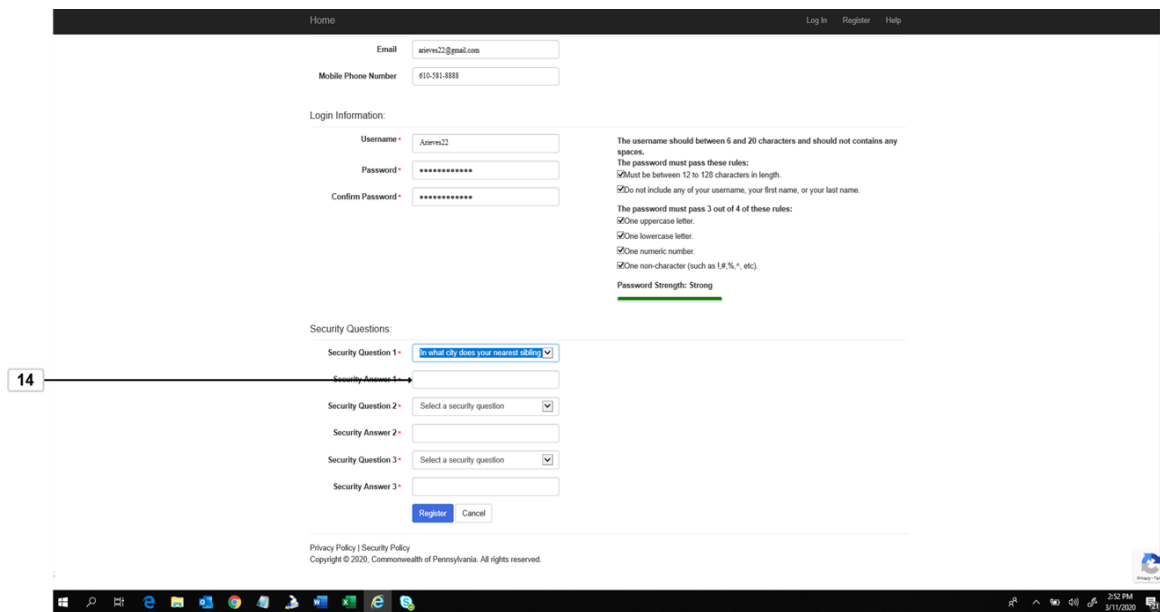
12. Select the dropdown icon [⌄].

Desktop

13. Select a question from the displayed options `In what city does your nearest sibling live?` .

Pennsylvania Keystone Login Portal

14. Select the security answer text box and write the answer

.

Pennsylvania Keystone Login Portal

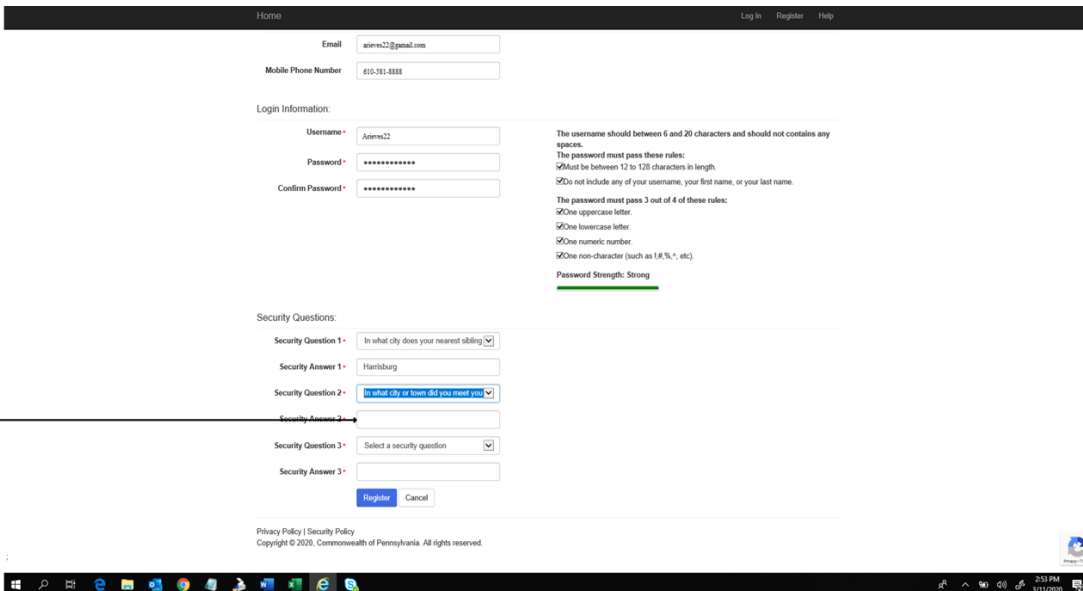**15.** Select the dropdown icon ⌄.

Desktop

	Select a security question
16 →	In what city or town did you meet your spouse/significant other?
	In what city or town did your parents meet?
	What is the last name of a memorable person from your childhood?
	What is the middle name of your youngest child?
	What is the name of the school where you started 1st grade?
	What is your favorite movie?
	What is your oldest cousin's first and last name?
	What was the first album/CD/book/movie title you ever purchased?
	What was the last name of your best friend in high school?
	What was the last name of your third grade teacher?
	What was the model of your first automobile?
	What was the most memorable childhood gift you ever received (e.g. Bicycle, pony)?
	What was the name of the hospital where you were born?
	What was the name of the street you lived on when you grew up?
	What was the name of your favorite childhood pet?
	Where did you go for your first vacation?
	Which of your siblings was your parent's favorite ?

16. Select a question from the options displayed

In what city or town did you meet your spouse/significant other?.

Pennsylvania Keystone Login Portal

17. Select the security answer text box and write the answer

[text box]

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Pennsylvania Keystone Login Portal

18. Select the dropdown icon ☑.
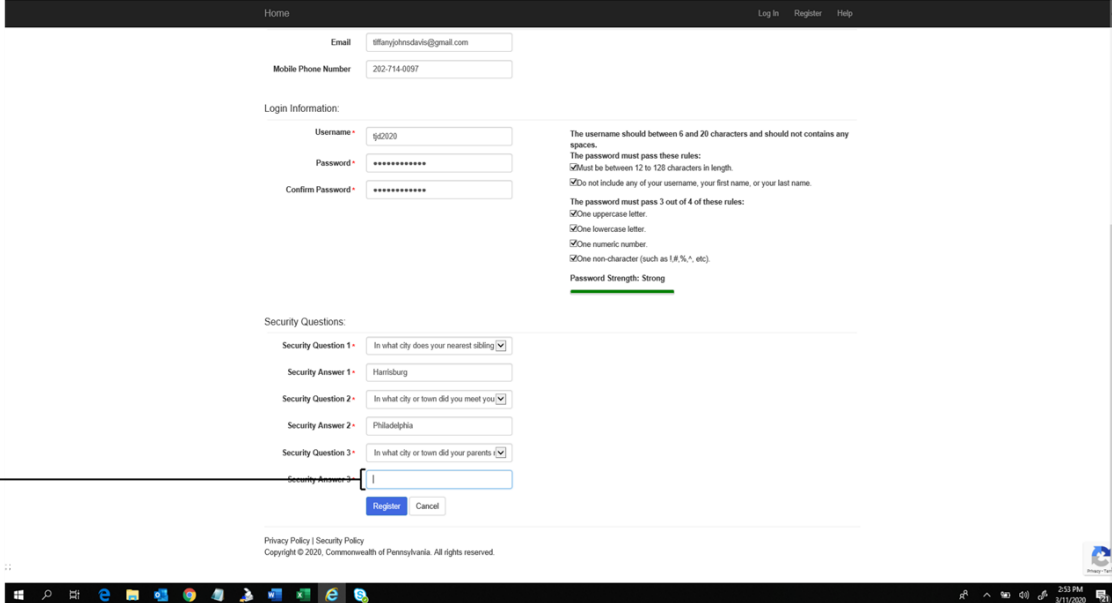
Desktop

19.   Select a question from the dropdown list In what city or town did your parents meet? .

Pennsylvania Keystone Login Portal
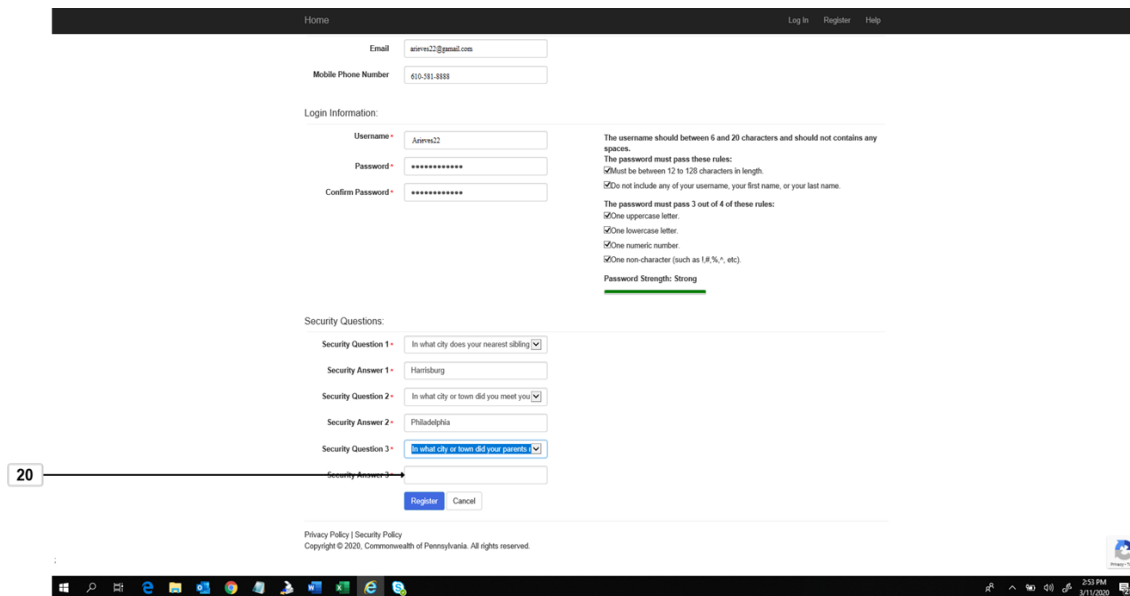
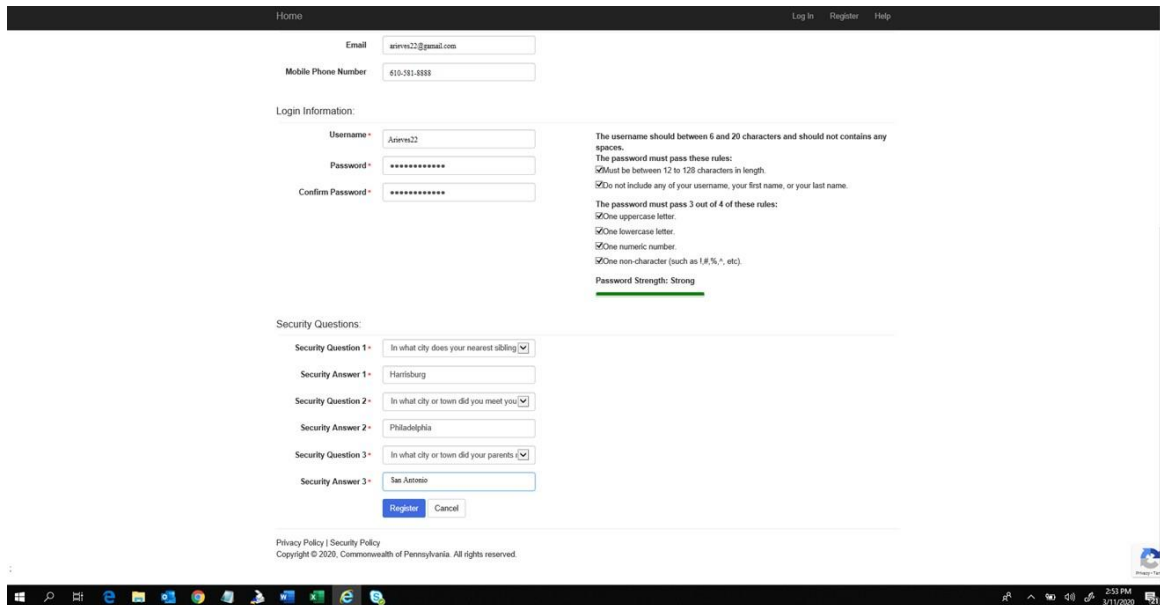**20.** Select the security answer text box and write the answer

.

Pennsylvania Keystone Login Portal

21. As required, complete/review the following fields:

Field	R/O/C	Description
	Required	**Example:** San Antonio

XXXX

22. Press any key or click anywhere to continue

To complete the process, select the Register icon

Pennsylvania Keystone Login Portal
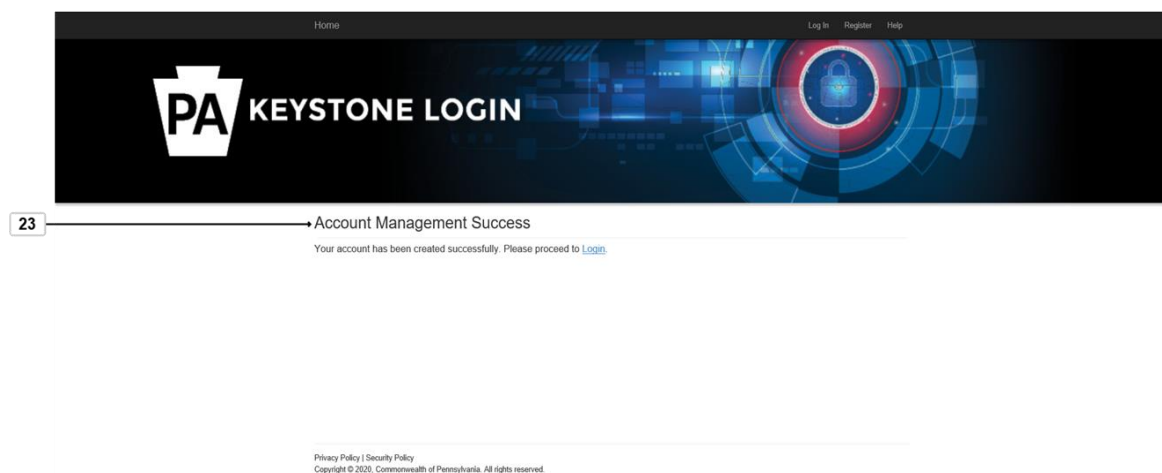
23. Your should receive a message that your account was created successfully

Account Management Success