NEW PA KEYSTONE LOGIN SERVICE REQUIREMENTS

Beginning with the 2020 municipality forms filing period, **every Municipal Statistics e-filer will be required to register in the new PA Keystone Login service**. There are 4 scenarios, each outlined in full detail below.
(Note: If you are currently a Municipal Statistics e-filer, you are automatically a PA Login user as well).

1. Existing PA Login users that are also currently registered to e-file in Municipal Statistics.
2. Existing PA Login users that have never e-filed in Municipal Statistics.
3. First-time users (Not in PA Login, nor Municipal Statistics).
4. Existing PA Keystone Login Service users that have never e-filed in Municipal Statistics.

1. Existing PA Login users that are also currently registered to e-file in Municipal Statistics.

Go to munstats.pa.gov/forms and enter your current Municipal Statistics e-filer user name and password. Once logged in, you will see a red message indicating you must migrate your account to the new PA Keystone Login service. Click the "here" link. **Note that after following the link and migrating your PA Login account to the new PA Keystone Login system, you must return to the Municipal Statistics login page to continue.**

> ⊗ **The following errors have occurred:**
> **These errors must be corrected for you to continue.**
> This account must be migrated to Keystone Login. Please migrate your account here, then return to this page to log in.

After being directed to the PA Keystone Login Migration page, choose the first option, "I have not logged into Keystone Login before"

PALogin to Keystone Login Migration

Please select one of the following

- I have not logged into Keystone Login before

- I have an existing Keystone Login account

You will need to complete your migration by completing all fields as follows:

PA Login Credentials-
- Use your existing PA Login user name and password

New Keystone Login Account Details-
- New Keystone Login Username- You may re-use your current PA Login user name (if not already in use in Keystone Login) or create a new one.
- Email Address- The DCED suggests using your existing PA Login email address**.**
- Date of Birth- This is a required field in the PA Keystone Login system.
- New Password- You may re-use your current password if it meets Keystone Login's requirements.
- "Security Question" answers must all be different, and at least 3 characters long.

Keystone Login Migration

Migrate a user from PALogin to Keystone Login

PALogin Credentials

PALogin Username * [_____]

PALogin Password * [_____]

New Keystone Login Account Details

New Keystone Login * Username [_____]

Email Address * [_____]

Date Of Birth * [_____]

New Password * [_____]

Confirm New Password * [_____]

Security Questions

Security Question 1 * [Select a security question ▼]

Security Answer 1 * [_____]

Security Question 2 * [Select a security question ▼]

Security Answer 2 * [_____]

Security Question 3 * [Select a security question ▼]

Security Answer 3 * [_____]

After successfully completing all fields and clicking submit, you will see the following message. **Don't click the "Please click here to log in" link, just return to the Municipal Statistics login page (munstats.pa.gov/forms)**

Keystone Login Migration Success

Your PALogin account has been successfully migrated with a new Keystone Login account. Please click here to log in

Log into Municipal Statistics **with your new Keystone Login user name and password.** Your profile will appear- verify the information is correct, and then click "update". Enter your Keystone Login password, click "submit", and your profile will reload with a blue message above. Click the "here" link in the blue message to finish the update and the system will take you to your Start Page.

2. Existing PA Login users that have never e-filed in Municipal Statistics.

Go to munstats.pa.gov/forms and enter your current PA Login user name and password. Once logged in, you will see a red message indicating you must migrate your account to the new PA Keystone Login service. Click the "here" link. **Note that after following the link and migrating your PA Login account to the new PA Keystone Login system, you must return to the Municipal Statistics login page to continue.**

The following errors have occurred:
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Keystone Login Migration

Migrate a user from PALogin to Keystone Login

PALogin Credentials

PALogin Username *

PALogin Password *

New Keystone Login Account Details

New Keystone Login *
Username

Email Address *

Date Of Birth *

New Password *

Confirm New Password *

Security Questions

Security Question 1 * [Select a security question ▼]

Security Answer 1 *

Security Question 2 * [Select a security question ▼]

Security Answer 2 *

Security Question 3 * [Select a security question ▼]

Security Answer 3 *

After successfully completing all fields and clicking submit, you will see the following message. **Don't click the "Please click here to log in" link, just return to the Municipal Statistics login page (munstats.pa.gov/forms)**

Keystone Login Migration Success

Your PALogin account has been successfully migrated with a new Keystone Login account. Please click here to log in

Log into Municipal Statistics **with your new Keystone Login user name and password,** and you will be directed to the Municipal Statistics registration page, which will import your Keystone Login information (Domain, User Name, First Name, Last Name, and Email. Note: This information cannot be changed- if it is incorrect, you must return to Keystone Login to correct). Complete the Municipal Statistics registration page. When done, click submit.

Domain*	SRPROD
User Name*	PsatsTest1
First Name*	Test
Last Name*	User
Organization*	Select ▼
Address 1*	
Address 2	
City*	
State*	PA
Zip*	___ - ___
Phone*	___ ___ ___ x ___
Fax	
E-mail address*	PsatsTest1@abc.com
	Submit

* Required fields

Click the "Download Authorization Form" link. Print, sign and fax the Authorization Form to DCED. As soon as DCED receives and approves it, you will receive an email indicating your e-filing privileges have been activated.

Your account has been created. You must print, sign, seal and return the authorization form in order to be authorized for e-filing.

Click the image below to print the authorization form.

Download Authorization Form

3. First time users (Not in PA Login, nor Municipal Statistics).

Go to https://keystonelogin.pa.gov/Account/Register and complete all fields with an asterisk. **Note: An email address is required for your Municipal Statistics registration.**

Register

Personal Information:

First Name ∗ [   ]

Last Name ∗ [   ]

Date Of Birth ∗ [mm/dd/yyyy   ]

Contact Information:

Email [   ] ◀ **Email required for Munstats e filers**

Mobile Phone Number [###-###-####]

Login Information:

Username ∗ [   ]

Password ∗ [   ]

Confirm Password ∗ [   ]

Security Questions:

Security Question 1 ∗ [Select a security question ▼]

Security Answer 1 ∗ [   ]

Security Question 2 ∗ [Select a security question ▼]

Security Answer 2 ∗ [   ]

Security Question 3 ∗ [Select a security question ▼]

Security Answer 3 ∗ [   ]

[ ] I'm not a robot   reCAPTCHA
                        Privacy - Terms

[Register] [Cancel]

- Date of Birth- This is a required field in the PA Keystone Login system.
- Mobile Phone Number- Not required.
- "Security Question" answers must all be different, and at least 3 characters long.

After successfully completing all fields and clicking submit, you will see the following message. **Don't click the "Please proceed to Login" link, just return to the Municipal Statistics login page (munstats.pa.gov/forms)**

Account Management Success

Your account has been created successfully. Please proceed to Login.

Log into Municipal Statistics **with your new Keystone Login user name and password,** and you will be directed to the Municipal Statistics registration page, which will import your Keystone Login information (Domain, User Name, First Name, Last Name, and Email. Note: This information cannot be changed- if it is incorrect, you must return to Keystone Login to correct). Complete the Municipal Statistics registration page. When done, click submit.

Note: If you are an Authority/Regional/Actuary/Third Party Administrator that DOES NOT currently file with DCED and ONLY files Act 205 and/or AG-385, please <u>click here</u>.

Domain*	SRPROD
User Name*	PsatsTest1
First Name*	Test
Last Name*	User
Organization*	Select ⌄
Address 1*	
Address 2	
City*	
State*	PA
Zip*	☐ - ☐
Phone*	☐ ☐ ☐ x ☐
Fax	
E-mail address*	PsatsTest1@abc.com
	Submit

* Required fields

Click the "Download Authorization Form" link. Print, sign and fax the Authorization Form to DCED. As soon as DCED receives and approves it, you will receive an email indicating your e-filing privileges have been activated.

Your account has been created. You must print, sign, seal and return the authorization form in order to be authorized for e-filing.

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Download Authorization Form

4. Existing PA Keystone Login Service users that have never e-filed in Municipal Statistics.

Go to <u>munstats.pa.gov/forms</u> and enter your current PA Keystone Login Service user name and password. You will be directed to the Municipal Statistics registration page, which will import your Keystone Login information (Domain, User Name, First Name, Last Name, and Email. Note: This information cannot be changed- if it is incorrect, you must return to Keystone Login to correct). Complete the Municipal Statistics registration page. When done, click submit.

Domain*	SRPROD
User Name*	PsatsTest1
First Name*	Test
Last Name*	User
Organization*	Select ▾
Address 1*	
Address 2	
City*	
State*	PA
Zip*	[ ] - [ ]
Phone*	[ ][ ][ ] x [ ]
Fax	
E-mail address*	PsatsTest1@abc.com
	Submit

* Required fields

Click the "Download Authorization Form" link. Print, sign and fax the Authorization Form to DCED. As soon as DCED receives and approves it, you will receive an email indicating your e-filing privileges have been activated.

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