Lobbying Disclosure Registration and Reporting
Keystone Login Authentication

The following information outlines the Keystone Login Migration scenarios for the Lobbying Disclosure Registration and Reporting website.

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Keystone Login Authentication

To increase security and take advantage of future security and authentication features, the Department of State has moved all application authentication services, currently PA Login, to the Commonwealth Keystone Login enterprise standard.

With these modifications, all users will be required to create a Keystone Login account before linking their existing account (PA Login) to the new Keystone Login account. Users can create their Keystone Login account by accessing the Keystone Login website at https://keystonelogin.pa.gov/. Once the user's PA Login account has been migrated to a Keystone Login account, the user will be able to access the Lobbying Disclosure Registration and Reporting website with no change to their respective user role and assigned activities.

Lobbying Disclosure Registration and Reporting

Authenticate Keystone Login Account with PA Login Account

From the Lobbying Disclosure Registration and Reporting Login Page, enter your Keystone Login Account User Name and Password and click [**Login**].
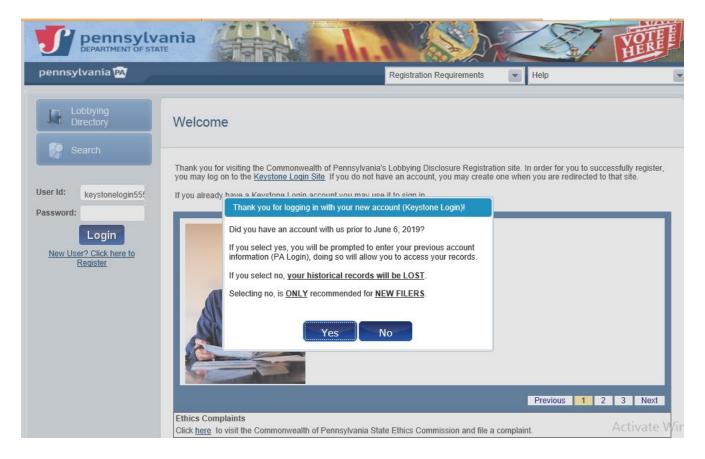
The **'Thank you for logging in with your new account (Keystone Login)!'** pop-up message displays and prompts the user to confirm if they have a PA Login Account.

Selecting [**Yes**] will return the user to the Lobbying Disclosure Registration and Reporting Login screen where they will be prompted to enter their PA Login Account to begin the process to link the PA Login account to a Keystone Login account.

Selecting **[No]** should only be selected if the user does not currently have an existing PA Login account. Specifically, this should be used for new filers.

Enter your PA Login credentials and click **[Submit]**.

The '**Congratulations!**' pop-up message will display to notify the user that their existing account (PA Login) and new account (Keystone Login) have been successfully linked.
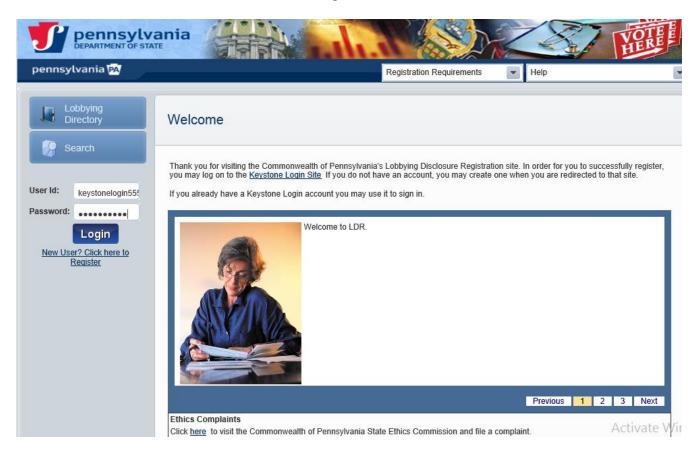
Upon clicking on **[OK]** button, the Lobbying Disclosure Registration and Reporting Public Dashboard displays.

Authenticate Keystone Login Account with an Invalid PA Login Account User Name or Password

From the Lobbying Disclosure Registration and Reporting Login Page, enter your Keystone Login Account User Name and Password and click [**Login**].
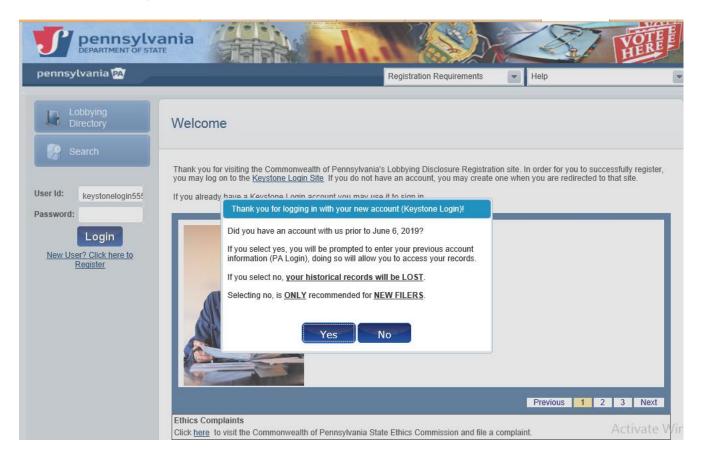
The **'Thank you for logging in with your new account (Keystone Login)!'** pop-up message displays and prompts the user to confirm if they have a PA Login Account.

Selecting [**Yes**] will return the user to the Lobbying Disclosure Registration and Reporting Login screen where they will be prompted to enter their PA Login Account to begin the process to link the PA Login account to a Keystone Login account.

Selecting **[No]** should only be selected if the user does not currently have an existing PA Login account. Specifically, this should be used for new filers.

If an invalid PA Login Account User Name and/or Password is entered, the system will present a message to alert the user. The message contents will inform the user the information entered was invalid and provide the user with the option to enter in different information.

Note: The user will have the ability to select the PA Login site link to reset their password if desired.

Upon successful entry of a PA Login User Name and Password, the '**Congratulations!**' pop-up message will display to notify the user that their existing account (PA Login) and new account (Keystone Login) have been successfully linked.

Upon clicking on **[OK]** button, the Lobbying Disclosure Registration and Reporting Public Dashboard displays.

Authenticate Keystone Login Account with an Existing PA Login Account

From the Lobbying Disclosure Registration and Reporting Login Page, enter your Keystone Login Account User Name and Password and click [**Login**].
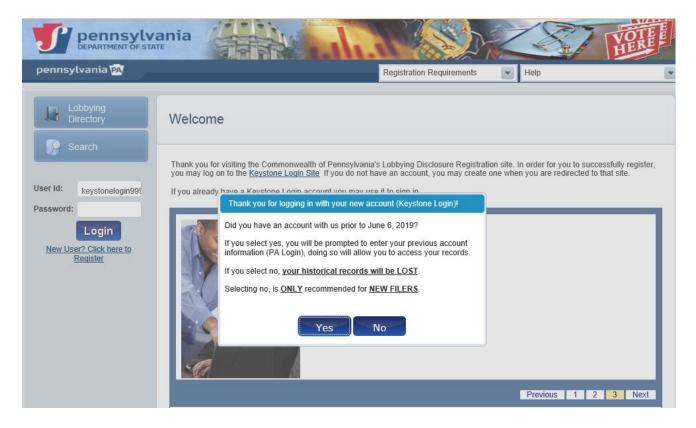
The **'Thank you for logging in with your new account (Keystone Login)!'** pop-up message displays and prompts the user to confirm if they have a PA Login Account.

Selecting [**Yes**] will return the user to the Lobbying Disclosure Registration and Reporting Login screen where they will be prompted to enter their PA Login Account to begin the process to link the PA Login account to a Keystone Login account.

Selecting **[No]** should only be selected if the user does not currently have an existing PA Login account. Specifically, this should be used for new filers.

Enter your PA Login credentials and click **[Submit]**.

The '**PA Login Account is linked'** pop-up message is displayed. This message indicates the user's PA Login Account is already linked to a new Keystone Login Account. If desired, the user has the option to contact the Help Desk to link their existing PA Login account to a different Keystone Login account.
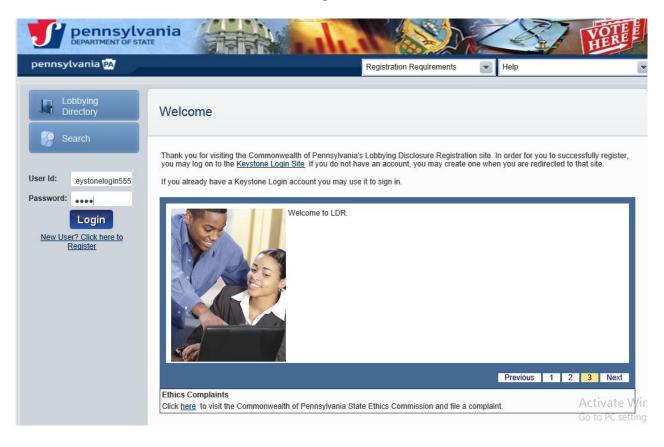
Upon clicking on **[OK]** button, the Lobbying Disclosure Registration and Reporting Public Dashboard displays.

Authenticate Keystone Login Account with an Invalid Keystone Login Account User Name or Password

From the Lobbying Disclosure Registration and Reporting Login Page, enter your Keystone Login Account User Name and Password and click [**Login**].

If an invalid Keystone Login Account User Name and/or Password is entered, the system will present a message to alert the user. The **'Existing Keystone Account?'** message contents will inform the user the information entered may be incorrect and will ask the user to confirm accuracy of the data entered.

Note: This message is present only during the first attempt to log into the website.
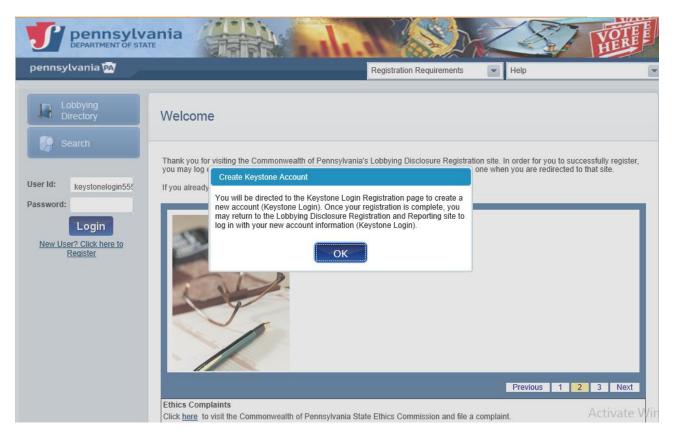
Selecting [**Yes**] will return the user to the Lobbying Disclosure Registration and Reporting Login screen where the user can re-enter their Keystone Login credentials. Three unsuccessful attempts may lock the Keystone Login Account and will require for the account to be reset.

Selecting **[No]** will redirect the user to the Keystone Login Registration Page to create a new Keystone Login Account.

After selecting **[No]**, the 'Create Keystone Account' message will display. Click **[OK]** to be redirected to the Keystone Login Registration page to create a new Keystone Login Account.

Note: The same message will be displayed when an existing user attempts to login with an invalid user name or password.