This tutorial will teach users how to sign in 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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Signing In as a Guest User

This section will outline the steps needed to sign in to PA-SHARE as a Guest user.

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

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

Click “Proceed as Guest”
The PA-SHARE Disclaimer statement will pop open on your screen.

Click “I Accept” to proceed with sign in.

The Disclaimer statement will disappear.

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”.

Updated June 2021
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

This section will outline the steps needed to register for a Keystone Login account. Users need to have a Keystone Login if:

- They do not have Commonwealth of Pennsylvania (CWOPA) credentials AND
- They want Basic, Pro or Business access.

**Note**: The “Register for an Account” button is not to subscribe to PA-SHARE; it is only for registering for a Keystone Login.

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”.

The Keystone Login “Register” website will open in a new tab in your browser.

You can also reach the Keystone Login “Register” page directly at keystonelogin.pa.gov/Account/Register.
Complete all sections of the online form:

**Personal Information**: These three fields are required and needed for secure user authentication.

**Contact Information**: Your confirmation will be sent to this email address.

**Login Information**: The Username and Password you create here will be your Username and Password for PA-SHARE.

**Security Questions**: Select questions and provide answers. This will be used if you need to reset your password.

After completing the “Security Questions” section, click “Register”.

A confirmation email will be sent to the email address you provided in the “Contact Information” section. Retain this email for your records.
Signing in as a Registered User with Keystone Login

This section will outline the steps to sign in to PA-SHARE as a Basic, Pro or Business user using Keystone Login. 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.
At the left side of the screen, find the three buttons:

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

Click “Sign In”

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 “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 title “Commonwealth of Pennsylvania – Citizen Login” will appear on your screen.

Type in your Username. This is your Keystone Login Username, which you created when you registered for your Keystone Login.

Type in your Password. This is your Keystone Login Password, which you created when you registered for your Keystone Login.

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.
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 as a Basic, Pro or Business User with Keystone Login.
At the left side of the screen, find the three buttons:
- Sign In
- Proceed as Guest
- Register for an Account

Click “Sign In”

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.

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.

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

Click “View Profile”.

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.
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.

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.

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

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.

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.
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.
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.

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

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