



**KEYSTONE LOGIN
USER GUIDE**

March 22, 2022

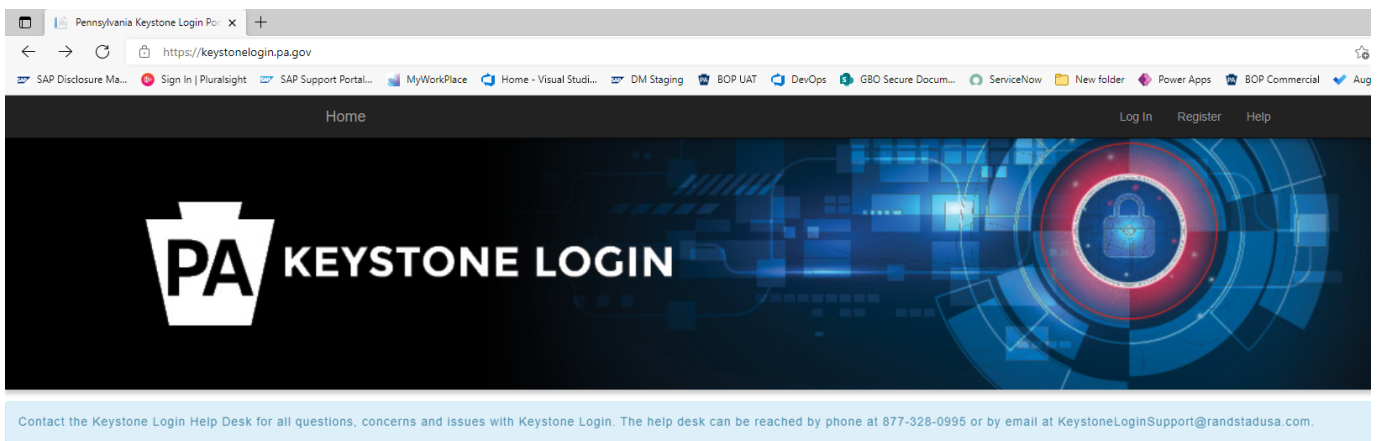
OFFICE OF THE BUDGET KEYSTONE LOGIN USER GUIDE

Keystone Login is an account management system for the Commonwealth of Pennsylvania online services.

Keystone Login was built allowing it to use a Commonwealth's employee's CWOPA account. You can use your CWOPA ID and CWOPA Password to validate through Keystone Login and access the Business Partner Portal (BPP).

Alternatively, you can create a Keystone Login account.

- a. Open your browser and navigate to <https://keystonelogin.pa.gov/>, then click on Log In.



Welcome

Please select one of the following options:

- [Log In](#)
- [Register](#)
- [Help](#)

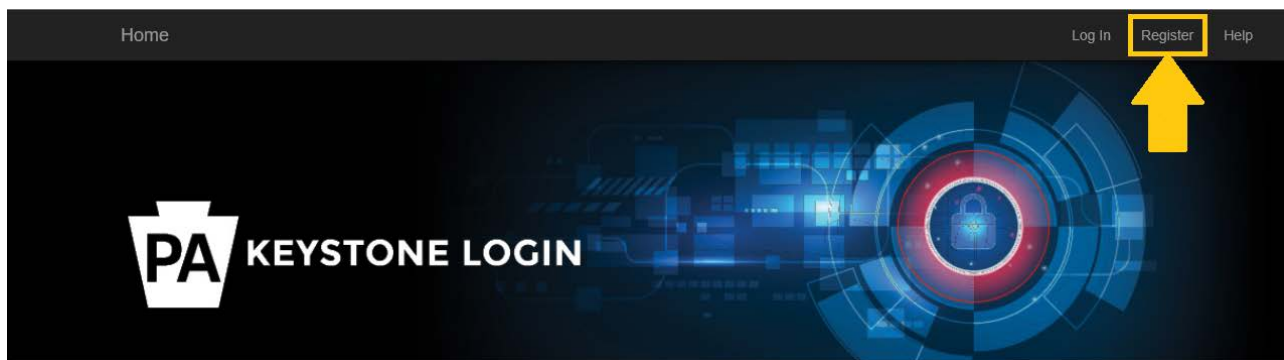
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- b. You will be directed to the Keystone Login page.

If you are a Commonwealth employee with a CWOPA account, you do not need to create a Keystone Login account. When accessing BPP you can enter your CWOPA ID in the Username box and your CWOPA Password in the Password box.

If you do not have a CWOPA account or you are creating a Keystone Login account, please view the following instructions.

- c. Click the Register link as shown below.



Log In

Username

Password

 Sign in with Google

- d. Follow the instructions on the Keystone Login Register screen to create your Keystone Login. Click the Register button when you are finished.



Register

Personal Information:

First Name

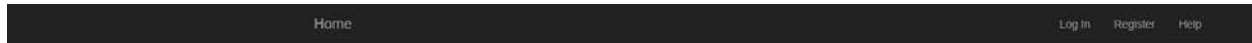
Last Name

Date Of Birth

Contact Information:

Email

Mobile Phone Number



Login Information:

Username

Password

Confirm Password

The username should be between 6 and 20 characters and should not contain any spaces.

The password must pass these rules:

- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, @, %, ^, etc).

Password Strength: Invalid



Security Questions:

Security Question 1

Security Answer 1

Security Question 2

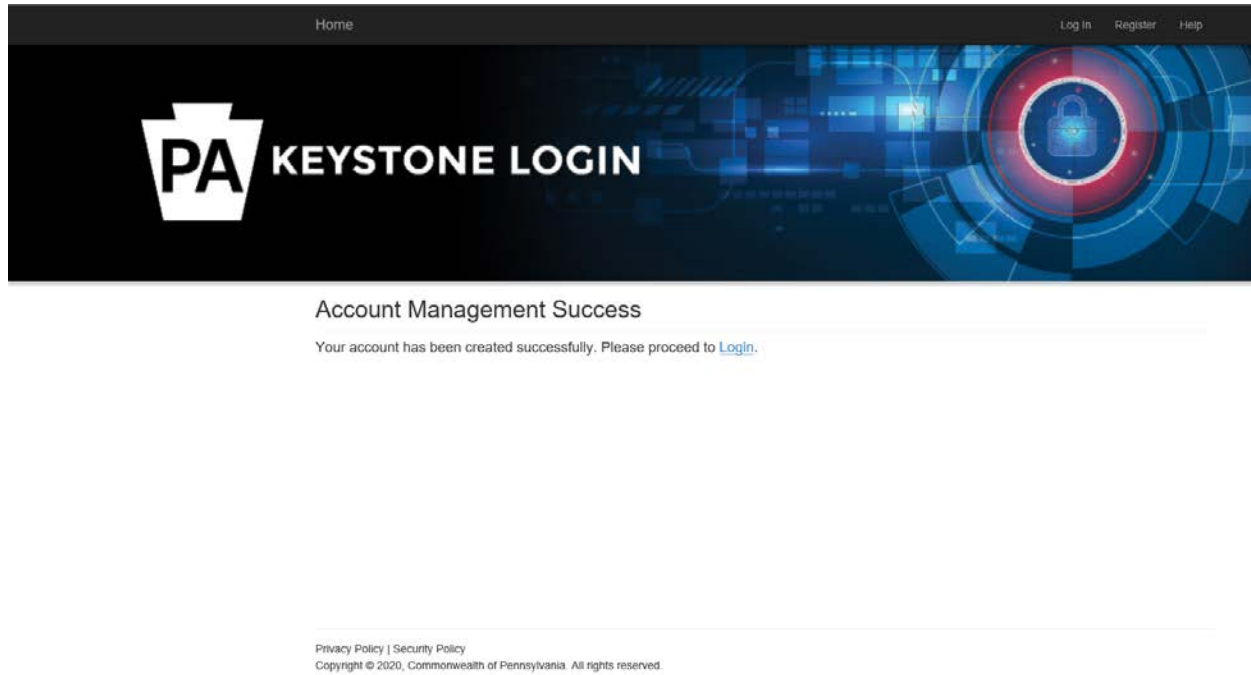
Security Answer 2

Security Question 3

Security Answer 3

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- e. A success message will appear if your Keystone Login was successfully created.



This concludes the one-time Keystone Login registration process. From this point on, when you want to go to the BPP, you will only need to log in to the Keystone Login page, you will not need to register again.