

eCLIPSE Registration for Attorneys & Design Professionals: Quick Guide

Online permitting via L&I's eCLIPSE platform is coming in Summer 2019.

To have online permit applications filed in your name, Attorneys of Record and Design Principals need to complete a free, one-time registration (*that never expires*).

Registration opens February 2019.

Before You Begin:

- **Collect the following documents/information:**
 - Proof of Employment or a statement of self-employment on company/firm letterhead which must match the Commercial Activity License (CAL) Number; if the legal entity has a completely different name, an explanation must be provided.
 - Employer Commercial Activity License (CAL) Number
 - A copy of your PA State License or ID Card
- **Create Your eCLIPSE Account & Sign In:**
 - Go to eclipse.phila.gov, **click the link under 'Register'** and follow the instructions.
 - The name you enter must match your professional licensing documentation.
 - Once you have activated your eCLIPSE account, **sign in!**

Complete Your Profile Information:

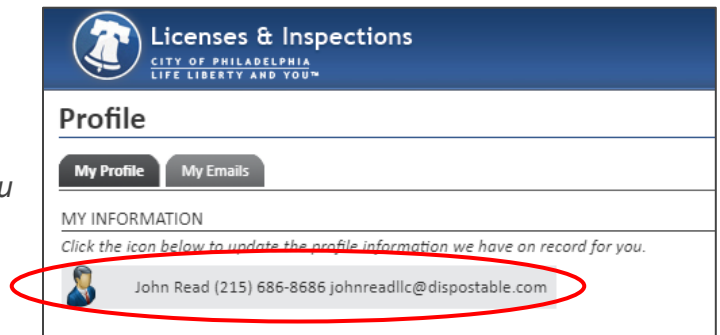
Step 1: **Select 'Profile'** from the header menu (*once you've signed in to your eCLIPSE account*).

Step 2: **Click the gray icon under 'My Information'** to add your preferred notification method and **complete mailing address**.

Note: *If your complete mailing address is not provided, you will be unable to submit the registration application.*

Step 3: **Click 'Save and Complete Profile'**.

Step 4: **Select 'Home'** from the header menu to continue with the professional registration process.



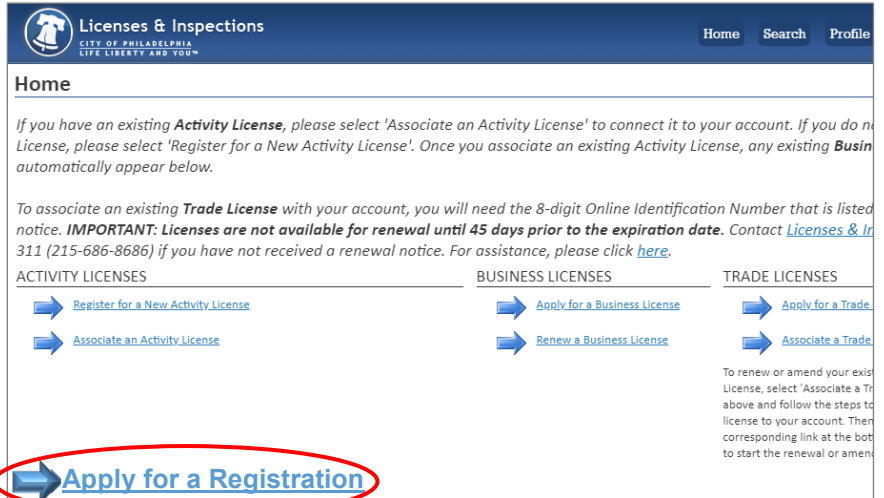
Step 2

Register as an Attorney or a Design Professional in eCLIPSE:

Step 1: On the eCLIPSE homepage, **click 'Apply for a Registration'**.

Step 2: From the 'Select a Registration to Apply for' drop-down box, choose if you are applying as an Attorney or a Design Professional then **click 'Start Application'**.

Step 3: Review your information, ensuring your name matches your professional licensing documentation.



The screenshot shows the eCLIPSE homepage with a header menu containing 'Home', 'Search', and 'Profile'. Below the header, there is a 'Home' section with instructions for existing licenses. A table lists three categories of licenses: Activity Licenses, Business Licenses, and Trade Licenses. Each category has two links: 'Register for a New Activity License' / 'Apply for a Business License' and 'Associate an Activity License' / 'Renew a Business License' / 'Apply for a Trade License' / 'Associate a Trade License'. The 'Apply for a Registration' link is circled in red.

Step 1

Note: If any changes need to be made, select 'Profile' from the header menu to edit your information. Be sure your complete address is added to your profile.

Step 4: "Link" with your employer: **click '+ Select Employer'** and search by Employer CAL (Commercial Activity License) Number (*preferred*) or Employer Name.

Step 5: Choose the correct employer from the result(s) returned and **click 'Next'**.

Step 6: On the 'Documents to Attach' page, **click 'Upload File'**.

Step 7: In the 'Select Files' pop-up window, use **'+ Add files'** or drag and drop to attach your Proof of Employment and copy of your PA State License or ID Card. **Click '+ Start Upload'**.

Step 8: Use the drop-down box to match the 'Attachment Type' to each document and **click 'Next'**.

Step 9: Review the 'Submit Application' page and **click 'Submit'**.

After submission, a 'Confirmation' page will display your application number.

What's Next?

L&I will check for tax clearance and license activity. Approval of your registration will be sent to you via email and noted on your eCLIPSE homepage at eclipse.phila.gov.

Questions? Need Assistance?

Visit www.phila.gov/li/instructeclipse/Pages/ProfessionalRegistration.aspx or call 311 (215-686-8686, if outside Philadelphia).