

How to Renew Your Trade License in eCLIPSE

How-to Guide

Step 1: Sign in to eCLIPSE

Step 1.1: Go to <https://eclipse.phila.gov>

Step 1.2: Enter your registered email address and password

Step 1.3: Click 'Sign In'



Welcome to eCLIPSE.

Email Address: [Forgot Email Address?](#)

Password: [Forgot Password?](#)

Sign In

Step 2: Select the expiring trade license

Step 2.1: On your eCLIPSE homepage, scroll down to 'My Trade Licenses'

- All trade licenses associated with your eCLIPSE account will be listed here

Step 2.2: Find the expiring trade license* and select 'Renew License'

MY TRADE LICENSES

Below are your current trade licenses that you have received.

License Number	License Type	Licensee	License State	Issue Date	Expiration Date	Amend License	Renew License	Update Insurance
XXXXXX	Contractor	XXXXXXXXXXXXXX	Active	Mar 7, 2017	Mar 7, 2018			

*If renewing an existing contractor license, the contractor must be current with all City of Philadelphia taxes

Step 3: Provide updated information

Insurance and certification/training information must be current to renew the trade license. You may be required to upload proof of compliance

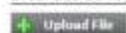
Step 3.1: Before submitting the renewal application, you will be asked if any changes need to be made

- If your contact information (phone number, mailing address, etc.) has changed, select 'Yes' and enter the updated information
- If there are no changes to your contact information, select 'No'

DOCUMENTS TO ATTACH

Uploaded	Upload For	Document Type	Description	Sample Form	
Myself		Proof of Insurance - General Liability	Minimum limit of \$500,000 per occurrence		Optional
Myself		Exemption Documentation			Optional
Myself		Proof of Insurance - Motor Vehicle Liability	Minimum limit of \$300,000		Optional
Myself		OSHA Card/Certification			Optional
Myself		Proof of Insurance - Workers Comp & Emp Liability	Proof of required insurance /r Workers Comp - statutory limits /r Employer's Liability/r - \$100,000 each accident/r - \$100,000 each employee/r - \$300,000 policy limit.		Optional
Myself		Optional Attachment 1	Provide additional documentation here		Optional
Myself		Optional Attachment 2	Provide additional documentation here		Optional

UPLOADED DOCUMENTS

 Upload File

Step 4: Pay & Submit

Step 4.1: Click 'Pay Online' to enter your payment information

Note: The license renewal fee can be paid by e-check (no charge) or credit card (2.4% surcharge)

Step 5: Download the license

If you were not required to attach additional documents to your renewal application, the license will be immediately available for download

Step 5.1: Return to your eCLIPSE homepage

Step 5.2: Scroll down to 'My Trade Licenses' to find the newly-issued license

Step 5.3: Click 'Download License'

If you were required to attach documents to your renewal application, the application will be reviewed within three (3) business days of submission. Once the application has been approved, you will be notified via email and will be able to download the new license from your eCLIPSE homepage using the steps above.

Frequently Asked Questions

Q: Why can't I renew my trade license at this time?

A: Trade licenses are available for renewal 45 days before the expiration date. If you are attempting to renew too early, the 'Renew License' button in eCLIPSE will not appear.

Q: Why can't I see my trade license listed under 'My Trade Licenses'?

A: To link your existing trade license(s) to your eCLIPSE account, you must associate* the license(s) through the following steps:

1. On your eCLIPSE homepage, select 'Associate a Trade License'.
2. Enter your license number and online identification number (found on your license notice), then select 'Relate Trade License'.

**You only need to associate a license once for it to permanently appear in your eCLIPSE account.*

Q: I submitted my trade license renewal application but haven't received anything. What's the status of my renewal?

A: You only need to submit one (1) license renewal application per license.

- If you were required to attach supporting documents with your renewal application, then it will take three (3) business days for the application to be reviewed.
- If you were not required to attach additional documents, the renewed license will be listed under 'My Trade Licenses' on your eCLIPSE homepage.

Q: I have updated documentation and/or information (such as certifications, insurance, or other documents), but my license is not yet due for renewal. Is there a way to submit this information now?

A: Yes! Sign in to your eCLIPSE account (<https://eclipse.phila.gov>) and scroll down to 'My Trade Licenses'. Find the license you need to update and select 'Amend License' to upload any new documents.

Additional Information

**If you have questions or need further assistance with your trade license renewal,
call 311 or 215-686-8686 (if outside Philadelphia).**