

eCLIPSE Registration for PA Home Improvement Contractors: *Quick Guide*

To have online permit applications filed in your name, PA Home Improvement Contractors need to complete a free, one-time registration (*that never expires*).

Registration is now open.

Before You Begin:

- **Collect the following documents/information:**
 - Commercial Activity License (CAL) Number
 - Certificate of Insurance
 - A copy of your PA Home Improvement Contractor (HIC) Registration Certificate.
- **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 HIC Registration Certificate.
 - 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 into 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 PA home improvement registration process.



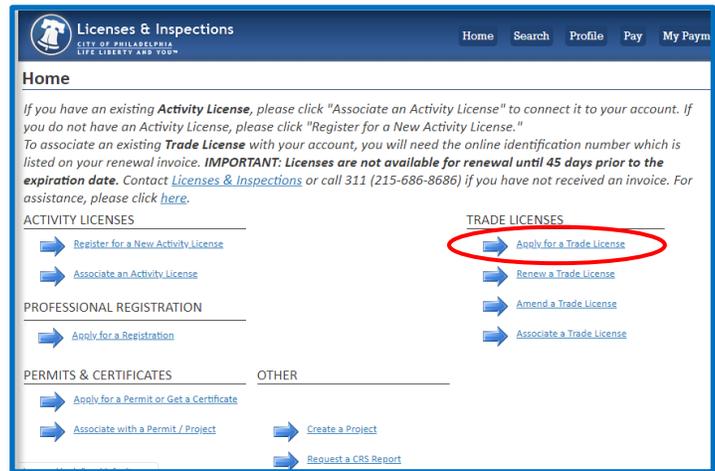
Step 2

Register as a PA Home Improvement Contractor in eCLIPSE:

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

Step 2: From the 'Select a License to Apply for' drop-down box, choose PA Home Improvement then **click 'Start Application'**.

Step 3: Review your information, ensuring your name matches your PA HIC Registration Certificate.



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: Select the applicable '**Activity License #**' from the drop-down box and click '**Next**'.

Step 5: If you are '**claiming exemption from Workmans' Compensation**', click on the applicable checkbox.

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

Step 7: In the 'Select Files' pop-up window, use '**+ Add files**' or drag and drop to attach a copy of all documents identified as 'Required' (Proof of Insurances and PA State License). Provide a description of the file in the "Description" box. **Click '+ Start Upload'**.

Step 8: Use the drop-down box to match the 'Attachment Type' to the 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.

FAQ: How do I associate my activity license?

1. Login to your account and select the 'Associate an activity license' link at the top of the page.
2. Select Commercial Activity and click 'Next'
3. Input the following numbers
 1. Tax Account #
 2. Activity License #
 3. Enter Entire SSN or EIN
4. Click 'Relate activity License'
5. Click 'Return to home page'

Questions? Need Assistance? Call 311 (215-686-8686, if outside Philadelphia).