



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:
 - o Commercial Activity License (CAL) Number
 - o Certificate of Insurance
 - A copy of your PA Home Improvement Contractor (HIC) Registration Certificate.
- Create Your eCLIPSE Account & Sign In:
 - Go to <u>eclipse.phila.gov</u>, 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 <u>complete mailing address</u>.

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.

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| PERMITS & CERTIFICATES | OTHER | | | | | |
| PERMITS & CERTIFICATES Apply for a Permit or Get a Certificate Associate with a Permit / Project | Create a Proje | ect | | | | |

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 <u>eclipse.phila.gov</u>.

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).

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