

# How to Associate your Activity License in eCLIPSE

## 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: Click on 'Associate an Activity License'.



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**Home**

*If you have an existing **Activity License**, please click "Associate an Activity License" to connect it to your account. If you do not have an Activity License, please click "Register for a New Activity License."*

*To associate an existing **Trade License** with your account, you will need the online identification number which is listed on your renewal invoice. **IMPORTANT: Licenses are not available for renewal until 45 days prior to expiration.** Contact [Licenses & Inspections](#) or call 311 (215-686-8686) if you have not received an invoice. For assistance, please click [here](#).*

**ACTIVITY LICENSES**

- [Register for a New Activity License](#)
- [Associate an Activity License](#)

**TRADE LICENSES**

- [Apply for a Trade License](#)
- [Associate a Trade License](#)

To Renew or Amend your Trade license, please associate and then use the corresponding link at the bottom of this page.

## Step 3: Select the 'Activity License Type' from the options listed.



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**Associate Existing Activity License**

**CHOOSE ACTIVITY LICENSE TYPE**

Please select the appropriate Activity License below. If you do not know which option to choose, please [click here for assistance](#). Commercial Activity is the most common and was formerly known as the Business Privilege License (BPL).

**Activity License Types:**

- Commercial Activity
- Non-Profit Activity
- 2-4 Unit Owner-Occupied Housing

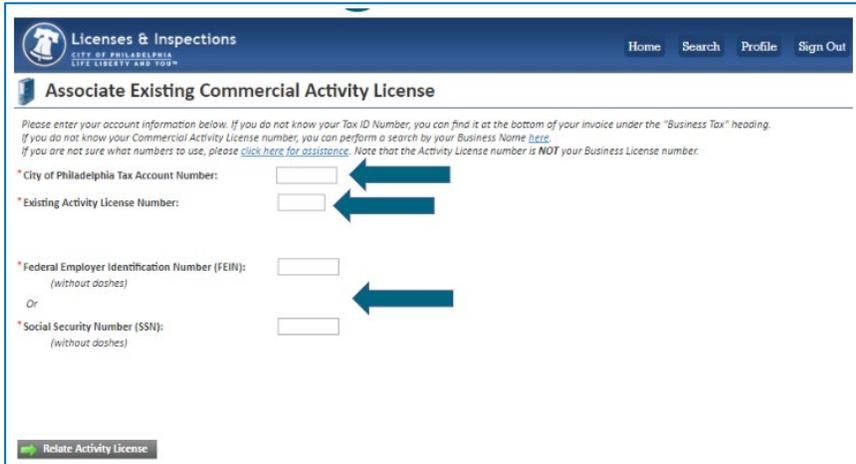
[Next](#)

Screen ID: :

## Step 4: Enter your account information:

### For Commercial Activity License Type:

- 4.1 – Enter 'City of Philadelphia Tax Account Number'.
- 4.2 – Enter 'Existing Activity License Number'.
- 4.3 – Enter either 'Federal Employer Identification Number (FEIN)' or 'Social Security Number (SSN)'.

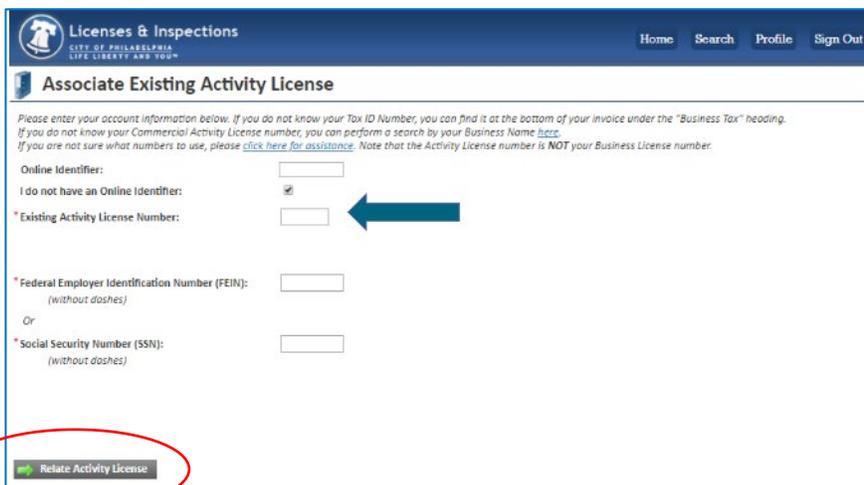


### For Non-Profit Activity and 2-4 Unit Owner Occupied Housing License Type:

- 4.4 – Enter 'Online Identifier'.

*Note: If you do not have an Online Identifier, click on the checkbox and the 'Existing Activity License Number' option will open.*

- 4.5 – Enter 'Existing Activity License Number'.
- 4.6 – Enter either 'Federal Employer Identification Number (FEIN)' or 'Social Security Number (SSN)'.



## Step 5: Click on 'Relate Activity License'.

### Additional Information

If you have questions or need further assistance with Associating your Activity License, call 311 or 215-686-8686 (if outside Philadelphia).