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’

Step 2: Click on ‘Associate an Activity License’.

Step 3: Select the ‘Activity License Type’ from the options listed.
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).