

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'

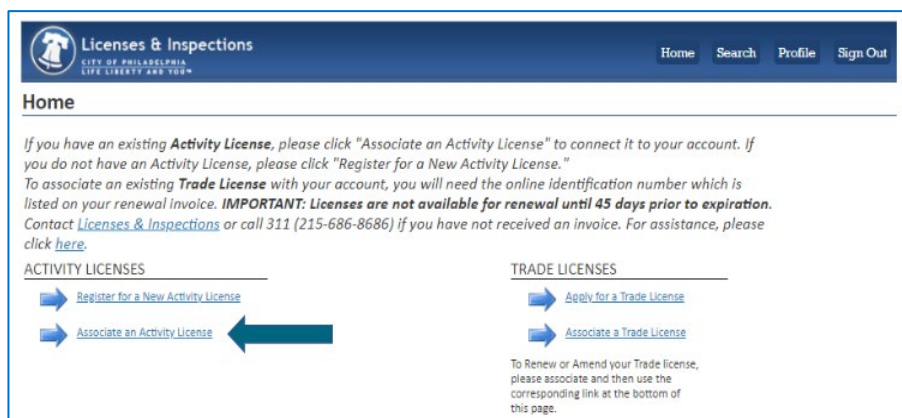
Welcome to eCLIPSE.

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

Password: * [Forgot password?](#)

Sign In

Step 2: Click on 'Associate an Activity License'.



The screenshot shows the eCLIPSE Home page. At the top is a navigation bar with the City of Philadelphia logo and the text "Licenses & Inspections CITY OF PHILADELPHIA LIFE LIBERTY AND JUSTICE". To the right are links for Home, Search, Profile, and Sign Out. Below the navigation bar is a "Home" section with a paragraph of text: "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](#)." Below this text are two columns of links. The left column is titled "ACTIVITY LICENSES" and contains two links: "Register for a New Activity License" and "Associate an Activity License". The right column is titled "TRADE LICENSES" and contains two links: "Apply for a Trade License" and "Associate a Trade License". A large blue arrow points to the "Associate an Activity License" link in the Activity Licenses section. Below the Trade Licenses section is a note: "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.

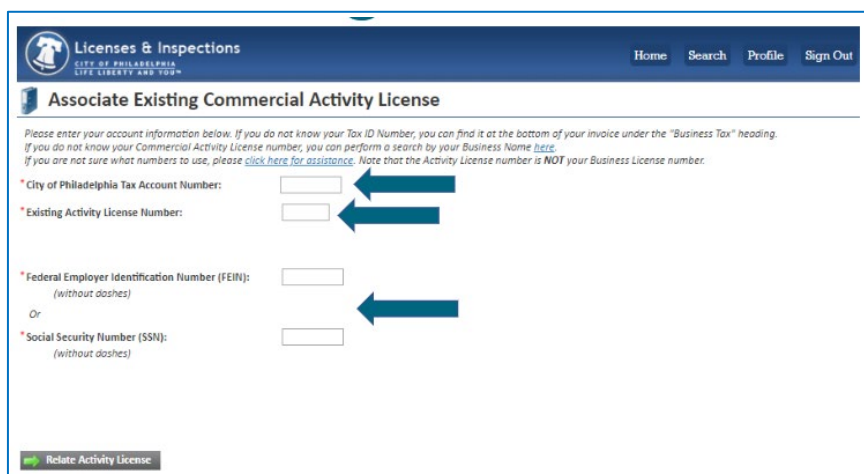


The screenshot shows the "Associate Existing Activity License" page. At the top is a navigation bar with the City of Philadelphia logo and the text "Licenses & Inspections CITY OF PHILADELPHIA LIFE LIBERTY AND JUSTICE". To the right are links for Home, Search, Profile, and Sign Out. Below the navigation bar is a section titled "Associate Existing Activity License" with a sub-header "CHOOSE ACTIVITY LICENSE TYPE". Below this is a paragraph of text: "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)." Below this text are three radio button options: "Commercial Activity", "Non-Profit Activity", and "2-4 Unit Owner-Occupied Housing". A large blue arrow points to the "Commercial Activity" option. Below the options is a "Next" button. In the bottom right corner, there is a small text "Screen ID: 1".

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)'.

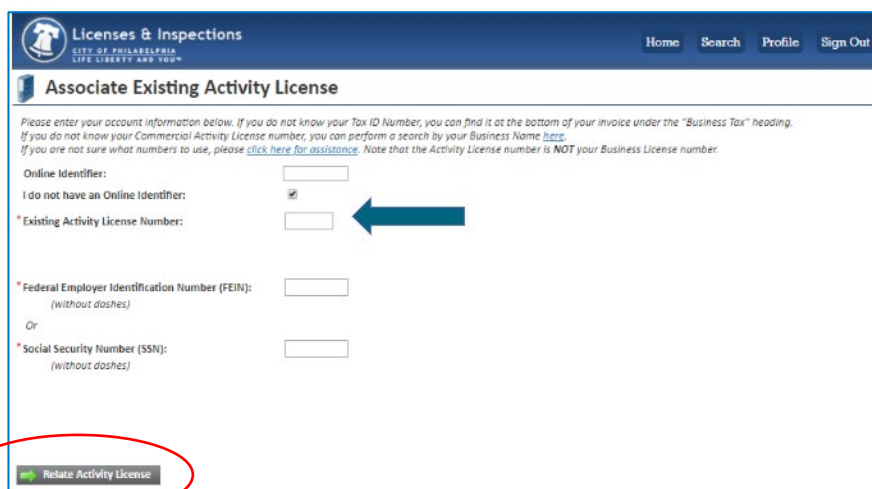


For Non-Profit Activity and 2-4 Unit Owner Occupied Housing License Type:

- 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).