



MAILING ADDRESSES

Address

USA

\*PHONE NUMBERS

🕂 Phone Number

Туре

Main

1400 John F Kennedy Blvd Philadelphia, PA 19107

Phone Number

My account is associated with a Registration

▼ ( 555 ) 555 - 5555

## Associating with a Contractor Account: Quick Guide

# Any individual completing license and permit applications on behalf of a contractor, design professional, or attorney must be associated with the contractor's account.

Note: This is not applicable to:

- Employees of an owner or tenant because an L&I license or registration is not required to apply.
- Licensed expediters because all applications must be filed by the licensed individual.

## Before You Begin:

2.

#### 1. Create Your eCLIPSE Account & Update Your Profile:

- Go to <u>https://eclipse.phila.gov</u>, click the link under 'Register' and follow the instructions.
- Once you have activated your eCLIPSE account, sign in!
- o In your eCLIPSE account, update your profile. Be sure to:/
  - Include a mailing address,
  - Identify a primary address, and
  - Check the 'My account is associated with a Registration' checkbox.

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#### 3. Request the Association PIN from the Primary Account Holder.

The Primary Account Holder may access this PIN through their online account:

- o Log into your eCLIPSE account.
- o From your eCLIPSE homepage, select 'Profile' from the header menu.
- o Under 'My Information', click the customer record.
- o Double-click the appropriate registration under the 'Link to PA Professional License or Contractor' heading.
- o Retrieve PIN and provide to associate.

## Associate with a Contractor:

#### Step 1: In your eCLIPSE account, select 'Profile' from the header menu

Step 2:	Click your customer record,	LINK TO REGISTERED PA PROFESSIONAL LICENSE(S) OR CITY CONTRACTOR(S)		
-	under 'My Information'	To associate your account with an existing contractor, please specify the Contractor Business Name along with the Contractor Association Secret.To associate your account with an existing contractor, please specify the Contractor Business Name along with the Contractor		
Step 3:	Scroll down to 'Link to a Professional or Contractor'	Association Secret. ADMIN PIN: Below is a list of PA Professional Registration(s) and/or Contractor(s) that have been previously linked to your online eClipse User Account.		
Step 4:	Enter PIN and click 'Link to Registration/Contractor'	Information the Registrations. City Contracting Phone: (215) 555-5555, License Numbers: 053982, 053983, 053984		
Step 5:	Click 'Save'	Save		

## **Questions? Need Assistance?**

Visit www.phila.gov/LI or call 311 (215-686-8686, if outside Philadelphia).

#### L&I Permit and License Center

Page 1 of 1	1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse
M_007_INF	Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.

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