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 expediter because all applications must be filed by the licensed individual.

Before You Begin:

1. Create Your eCLIPSE Account & Update Your Profile:
   - Go to https://eclipse.phila.gov, click the link under 'Register' and follow the instructions.
   - Once you have activated your eCLIPSE account, sign in!
   - 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.

2. Verify that your design professional or attorney has registered their PA license in eCLIPSE.
3. Request the Association PIN from the Primary Account Holder.
   - The Primary Account Holder may access this PIN through their online account:
     - Log into your eCLIPSE account.
     - From your eCLIPSE homepage, select 'Profile' from the header menu.
     - Under 'My Information', click the customer record.
     - Double-click the appropriate registration under the 'Link to PA Professional License or Contractor' heading.
     - 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, under 'My Information'
Step 3: Scroll down to 'Link to a Professional or Contractor'
Step 4: Enter PIN and click 'Link to Registration/Contractor'
Step 5: Click 'Save'

Questions? Need Assistance?