How to Update your Insurance 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: From the homepage, click on the ‘My Trade Licenses’ tab.
Step 3: Select the ‘Update Insurance’ link.

Note: If all three insurance types are on the same certification, you must upload the same document three (3) times and label it three (3) different names.

Step 4: On the next page, click the green plus (+) sign to upload documents.

Step 5: Click the green arrow at the bottom of the page to submit the updates.

Additional Information
If you have questions or need further assistance with Updating your Insurance, call 311 or 215-686-8686 (if outside Philadelphia).