

# 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'

**Welcome to eCLIPSE.**

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

Password:  \* [Forgot password?](#)

[Sign In](#)

## Step 2: From the homepage, click on the 'My Trade Licenses' tab.

**Home**

*Welcome to your eCLIPSE Homepage. From here you will be able to perform many online tasks such as submit a Permit Application to perform construction work, submit a Business License Application for a Business you wish to operate, or Pay outstanding fees on your Permits and Inspections. Please review the links below for specific tasks you can perform with your eCLIPSE User Account. However, for best results please take the time to complete the following steps:*

**ASSOCIATE YOUR USER ACCOUNT TO AN 'ACTIVITY LICENSE'** (For more info, please click [here](#))

- Click on "Associate an Activity License"
- Follow the steps on the subsequent screens
- You will be prompted to enter the Tax Account Number, Activity License Number, and FEIN or SSN for the Activity License you wish to use.

**REGISTER FOR A NEW 'ACTIVITY LICENSE'** (For more info, please click [here](#))

- Click on "Register for a New Activity License"
- Follow all on-screen prompts and provide all necessary information.

**ASSOCIATE YOUR USER ACCOUNT TO A 'TRADE LICENSE'**

- Click on "Associate a Trade License"
- You will be prompted to enter the Trade License Number and Online Identifier

**(IMPORTANT NOTICE: The 'Online Identifier' is listed on the Renewal Invoice sent out to the original Trade License Holder. Trade Licenses are not available for renewal until 45-days prior to the Expiration Date. If you have not received a Renewal Invoice please Contact L&I by clicking [HERE OR](#) Call 3-1-1 (215 686-8686).**

<p><b>ACTIVITY LICENSES</b></p> <ul style="list-style-type: none"> <li><a href="#">Register for a New Activity License</a></li> <li><a href="#">Associate an Activity License</a></li> <li><a href="#">Apply for a Registration</a></li> </ul>	<p><b>BUSINESS LICENSES</b></p> <ul style="list-style-type: none"> <li><a href="#">Apply for a Business License</a></li> <li><a href="#">Renew a Business License</a></li> </ul>	<p><b>TRADE LICENSES</b></p> <ul style="list-style-type: none"> <li><a href="#">Apply for a Trade License</a></li> <li><a href="#">Renew a Trade License</a></li> <li><a href="#">Amend a Trade License</a></li> <li><a href="#">Associate a Trade License</a></li> </ul>
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<p><b>PERMITS &amp; CERTIFICATES</b></p> <ul style="list-style-type: none"> <li><a href="#">Apply for a Permit or Get a Certificate</a></li> <li><a href="#">Associate with a Permit / Project</a></li> </ul>	<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li><a href="#">Submit Building Certification</a></li> <li><a href="#">Create a Project</a></li> <li><a href="#">Make an Appeal</a></li> </ul>
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My Activities

My Inspections

My Projects

My Businesses

My Activity Licenses

My Trade Licenses

My Registrations

My Hearings / Appeals

**MY TRADE LICENSES**

*Here is a list of Trade licenses associated with your User Account. "Renew License" link will appear if a Trade License is eligible for renewal. "Update Insurance" link will appear if a Trade License is associated with the Trade Licenses have expired.*

*To review Contractors for whom you can make Permit Application please click on the "Profile" link at the top of the page.*

License Number	License Type	Licensee	License State	Issue Date	Expiration Date
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**Step 3: Select the 'Update Insurance' link.**

**MY TRADE LICENSES**

*Below are your current trade licenses that you have received.*

License Number	License Type	Licensee	License State	Issue Date	Expiration Date		
XXXXXX	Contractor	XXXXXXXXXXXXXXXX	Active	Mar 7, 2017	Mar 7, 2018	<a href="#">Amend License</a>	<a href="#">Update Insurance</a>

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

**DOCUMENTS TO ATTACH**

Uploaded	Upload For	Document Type	Description	Sample Form
	Myself	Proof of Insurance - General Liability	Minimum limit of \$500,000 per occurrence	Optional
	Myself	Exemption Documentation		Optional
	Myself	Proof of Insurance - Motor Vehicle Liability	Minimum limit of \$300,000	Optional
	Myself	OSHA Card/Certification		Optional
	Myself	Proof of Insurance - Workers Comp & Emp Liability	Proof of required insurance.\r Workers Comp - statutory limits.\r Employer's Liability\r - \$100\,000 each accident\r - \$100\,000 each employee\r - \$500\,000 policy limit.	Optional
	Myself	Optional Attachment 1	Provide additional documentation here	Optional
	Myself	Optional Attachment 2	Provide additional documentation here	Optional

**UPLOADED DOCUMENTS**

[+ Upload File](#)

**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 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).