

## Pay Fees in eCLIPSE How-to Guide

To start the payment process, log into your online account at [eclipse.phila.gov](http://eclipse.phila.gov).  
Once logged in, you'll see your eCLIPSE Home page.  
From here, you have **two options** for how to pay your fees:

- (1) Through the **Pay Page** or
- (2) Through the **Permit Details Page**.

### PAY PAGE

At the top of the Home page, **click 'Pay'**.  
The **Outstanding Fees** page will open and show items available for payment.



| Select                   | Type                       | File Number    | Site Address   |
|--------------------------|----------------------------|----------------|--|
| <input type="checkbox"/> | Commercial Building Permit | CP-2020-000521 | 1400 JOHN F KENNEDY BLVD RM 796, Philadelphia, PA 19107-3365 |
| <input type="checkbox"/> | Electrical Permit          | EP-2020-000159 | 1400 JOHN F KENNEDY BLVD, Philadelphia, PA 19107-3200        |

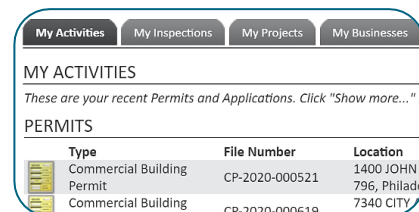
Submit & Pay Selected

**Select the checkbox** for the items you wish to pay.

**Click 'Submit & Pay Selected'.**

### PERMIT DETAILS PAGE

On the Home page, **scroll down to 'My Activities'** and locate the permit.



| Type                       | File Number    | Location   |
|----------------------------|----------------|--|
| Commercial Building Permit | CP-2020-000521 | 1400 JOHN F KENNEDY BLVD RM 796, Philadelphia, PA 19107-3365 |
| Commercial Building Permit | CP-2020-000619 | 7340 CITY  |

**Click the permit** to open the Permit Details page.

Under the Details tab, **scroll down to the 'Fees' section**.

**Click 'Pay Fees'.**

Follow the instructions in the online Payment Portal to complete fee payment.

Note: Electronic check, credit card, and debit card are accepted forms of payment.

### Questions? Need Assistance?

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