Submit a Maintenance Inspection or Fire Protection Certification / Report in eCLIPSE: Quick Guide

Property owners must have certain structures and fire protection systems inspected and certified by qualified professionals.

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’
Submit a Certification / Report

Step 1: Login to your eCLIPSE account.

Step 2: On the eCLIPSE homepage, click on ‘Submit Building Certification’.

Step 3: Complete the information by following the on-screen instructions.
- Items marked with an * are mandatory.
- Be sure to read the administrative text and check the Blue Dots often.

Step 4: Click ‘Upload Document’ to upload the inspection document.

Step 5: Click ‘Submit’.

Step 6: On the confirmation notice, click ‘Back to Home’ to be transferred back to the eCLIPSE homepage.

Notes:
- Any Certifications submitted as Deficient or Reports submitted as Unsafe will be investigated by an inspector.
- Once you have submitted your Certification or Report, L&I will notify you if there are any issues found with your submission.
- You will not be able to update or manage your submissions from your account. All updates will require a new submission.

Questions? Need Assistance?