

## eCLIPSE Registration for Attorneys & Design Professionals: *Quick Guide*

Online permitting via L&I's eCLIPSE platform is coming.

To have online permit applications filed in your name, Attorneys of Record and Design Principals need to complete a free, one-time registration (*that never expires*).

Registration is now open.

### Before You Begin:

- **Collect the following documents/information:**
  - Proof of Employment or a statement of self-employment on company/firm letterhead which must match the Commercial Activity License (CAL) Number; if the legal entity has a completely different name, an explanation must be provided.
  - Employer Commercial Activity License (CAL) Number
  - A copy of your PA State License or ID Card
- **Create Your eCLIPSE Account & Sign In:**
  - Go to [eclipse.phila.gov](http://eclipse.phila.gov), **click the link under 'Register'** and follow the instructions.
    - The name you enter must match your professional licensing documentation.
  - Once you have activated your eCLIPSE account, ***sign in!***

### Complete Your Profile Information:

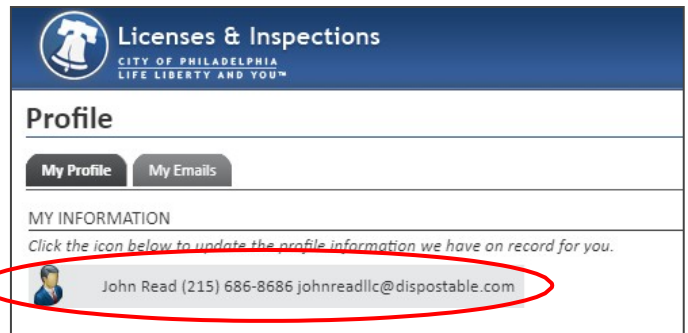
**Step 1:** **Select 'Profile'** from the header menu (*once you've signed in to your eCLIPSE account*).

**Step 2:** **Click the gray icon under 'My Information'** to add your preferred notification method and **complete mailing address**.

**Note:** *If your complete mailing address is not provided, you will be unable to submit the registration application.*

**Step 3:** **Click 'Save and Complete Profile'**.

**Step 4:** **Select 'Home'** from the header menu to continue with the professional registration process.



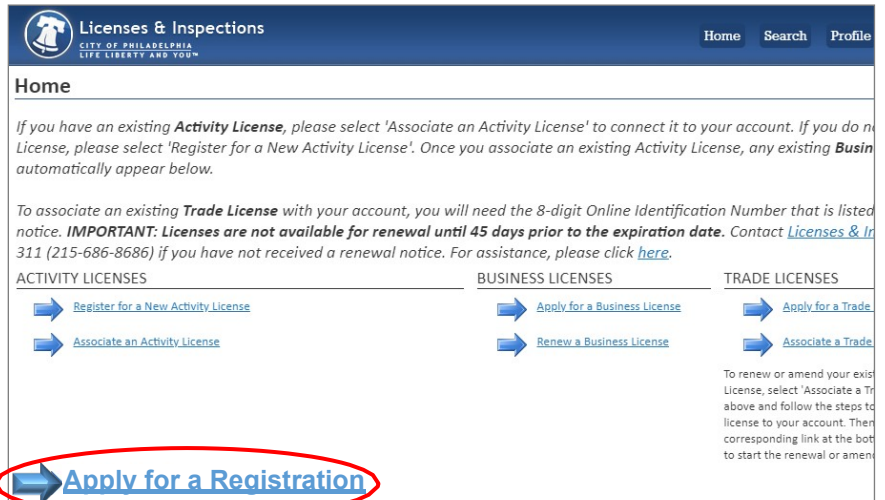
Step 2

## Register as an Attorney or a Design Professional in eCLIPSE:

**Step 1:** On the eCLIPSE homepage, **click 'Apply for a Registration'**.

**Step 2:** From the 'Select a Registration to Apply for' drop-down box, choose if you are applying as an Attorney or a Design Professional then **click 'Start Application'**.

**Step 3:** Review your information, ensuring your name matches your professional licensing documentation.



Step 1

**Note:** If any changes need to be made, select 'Profile' from the header menu to edit your information. Be sure your complete address is added to your profile.

**Step 4:** "Link" with your employer: **click '+ Select Employer'** and search by Employer CAL (Commercial Activity License) Number (*preferred*) or Employer Name.

**Step 5:** Choose the correct employer from the result(s) returned and **click 'Next'**.

**Step 6:** On the 'Documents to Attach' page, **click 'Upload File'**.

**Step 7:** In the 'Select Files' pop-up window, use **'+ Add files'** or drag and drop to attach your Proof of Employment and copy of your PA State License or ID Card. **Click '+ Start Upload'**.

**Step 8:** Use the drop-down box to match the 'Attachment Type' to each document and **click 'Next'**.

**Step 9:** Review the 'Submit Application' page and **click 'Submit'**.

After submission, a 'Confirmation' page will display your application number.

## What's Next?

L&I will check for tax clearance and license activity. Approval of your registration will be sent to you via email and noted on your eCLIPSE homepage at [eclipse.phila.gov](https://www.phila.gov/eclipse).

## Questions? Need Assistance?

Visit <https://www.phila.gov/services/permits-violations-licenses/apply-for-a-permit/building-and-repair/register-in-eclipse-as-a-design-professional-or-attorney-of-record/> or call 311 (215-686-8686, if outside Philadelphia).