

Pay Fees in eCLIPSE How-to Guide

To start the payment process, log into your online account at 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

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, 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.

Note: All invoices exceeding \$200K must be paid through Revenue Cashier at the Municipal Services Building.

Questions? Need Assistance?

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

L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse

Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.