

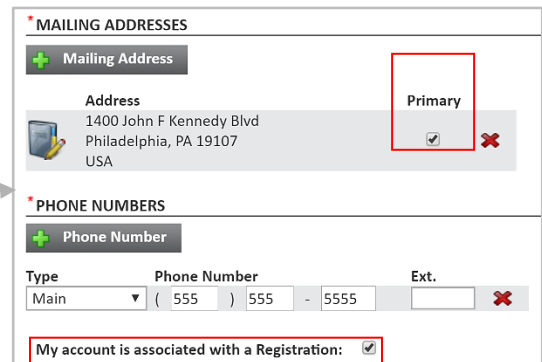
## Submit a Maintenance Inspection or Fire Protection Certification / Report in eCLIPSE: Quick Guide

**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:

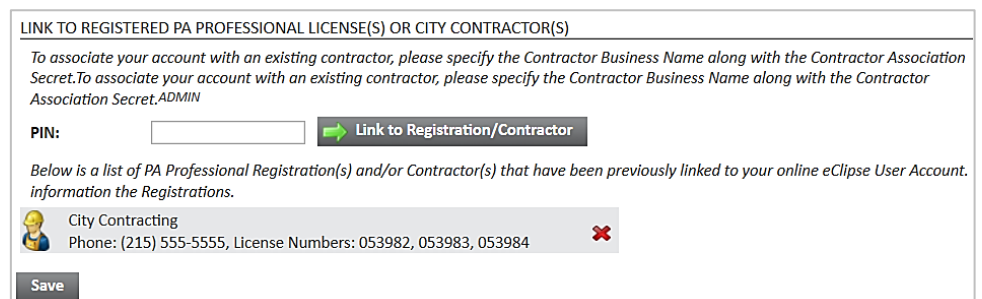
**Step 1:** In your eCLIPSE account, select '**Profile**' from the header menu

**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.



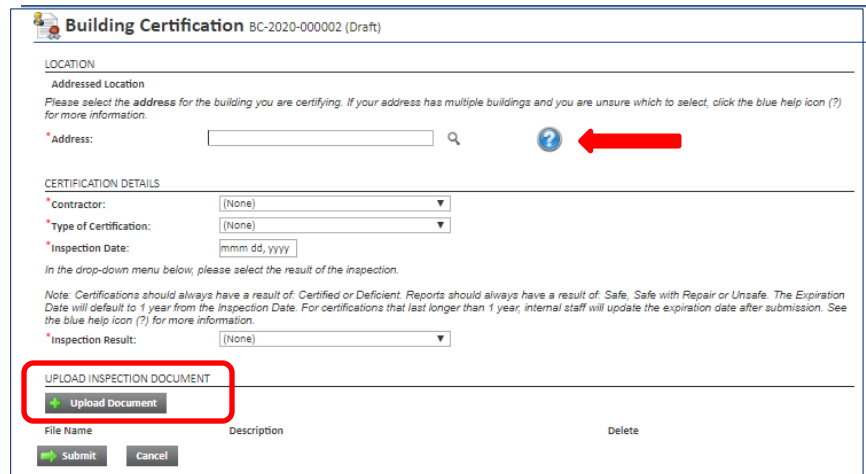
PERMITS & CERTIFICATES	OTHER
<a href="#">Apply for a Permit or Get a Certificate</a>	<a href="#">Submit An Annual Certification Report</a>
<a href="#">Associate with a Permit / Project</a>	<a href="#">Create a Project</a>
	<a href="#">Request a CBS Report</a>
	<a href="#">Make an Appeal</a>

**Step 2:** On the eCLIPSE homepage, click on 'Submit an Annual Certification Report'.

**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.



**Building Certification** BC-2020-000002 (Draft)

**LOCATION**  
Addressed Location  
Please select the address for the building you are certifying. If your address has multiple buildings and you are unsure which to select, click the blue help icon (?) for more information.  
\* Address:  ?

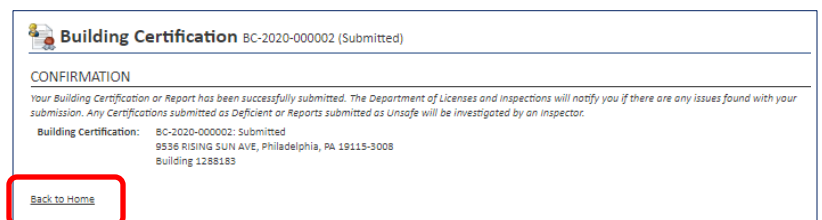
**CERTIFICATION DETAILS**  
\* Contractor: (None)  
\* Type of Certification: (None)  
\* Inspection Date: mmm dd, yyyy  
In the drop-down menu below, please select the result of the inspection.  
Note: Certifications should always have a result of: Certified or Deficient. Reports should always have a result of: Safe, Safe with Repair or Unsafe. The Expiration Date will default to 1 year from the Inspection Date. For certifications that last longer than 1 year, internal staff will update the expiration date after submission. See the blue help icon (?) for more information.  
\* Inspection Result: (None)

**UPLOAD INSPECTION DOCUMENT**  
[Upload Document](#)

File Name	Description	Delete
<a href="#">Submit</a> <a href="#">Cancel</a>		

**Step 5:** Click 'Submit'.

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



**Building Certification** BC-2020-000002 (Submitted)

**CONFIRMATION**  
Your Building Certification or Report has been successfully submitted. The Department of Licenses and Inspections will notify you if there are any issues found with your submission. Any Certifications submitted as Deficient or Reports submitted as Unsafe will be investigated by an inspector.  
Building Certification: BC-2020-000002: Submitted  
9536 RISING SUN AVE, Philadelphia, PA 19115-3008  
Building 1288183  
[Back to Home](#)

### 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?

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

### L&I Permit and License Center