

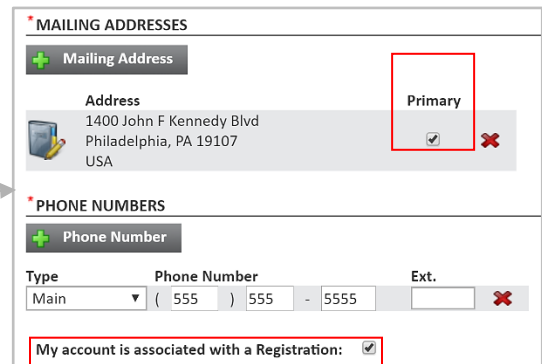
Submit a Maintenance Inspection or Fire Protection Certification / Report in eCLIPSE: Quick Guide

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:

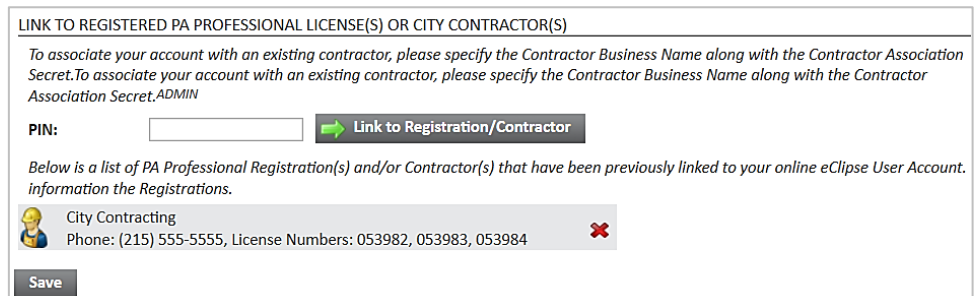
Step 1: In your eCLIPSE account, select '**Profile**' from the header menu

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**'

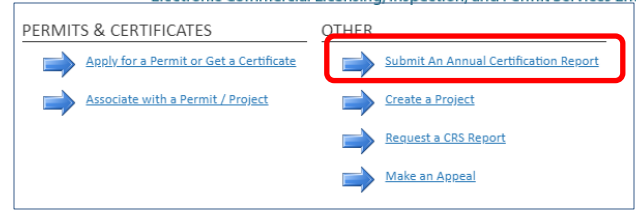
Step 5: Click '**Save**'



Submit a Certification / Report

Step 1: Login to your eCLIPSE account.

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



Note: If this link does not appear, your license may not be correctly linked to the eclipse account or you do not have the specific license type to submit an annual building certification or 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.*

3.1 Enter the property address and search by clicking on the magnifying glass. If the property has multiple buildings, you can search the map to verify which building number to select.

Note: Click on the 'blue dot' to open a pop-up window. Click on 'click here' to open the city's eCLIPSE building identifier map. Enter the property address in the address finder and click on 'show more results' to see the list of building numbers. Select a building number from the list or click on the building for more information. Once you find the correct building number, go back to your eCLIPSE account and select the correct address.

3.2 Enter the certification details in the sections provided. The type of certification type from the pull-down menu will only show the list appropriate for this account.

3.3 Enter the **'Inspection Result'** from the pull-down menu.

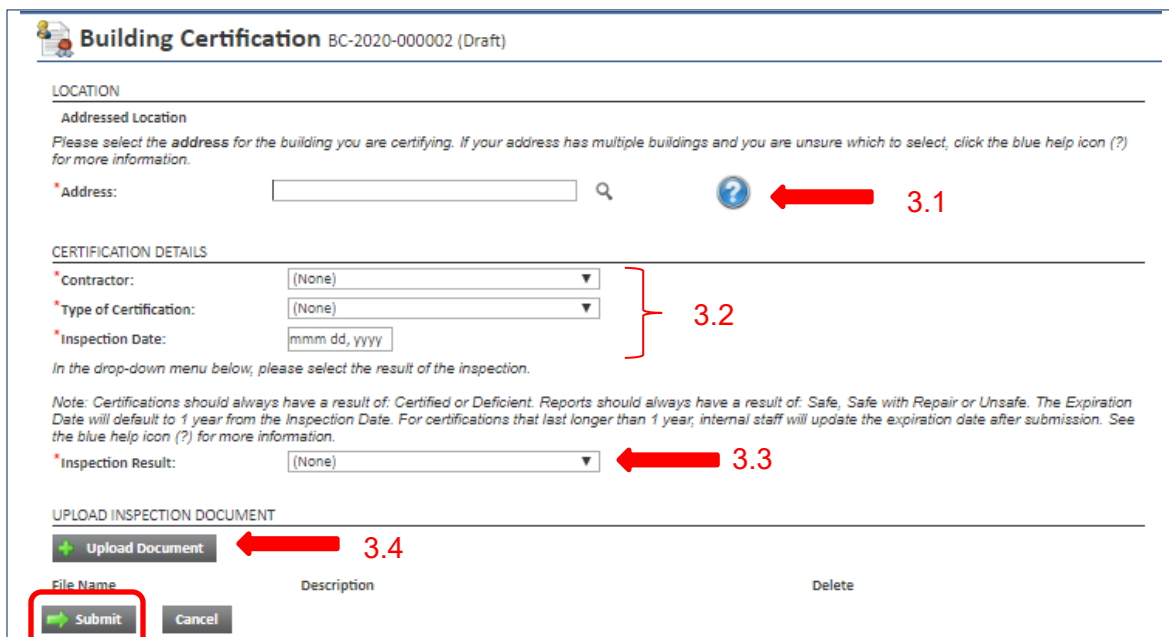
3.3.1 Use **'Certified'** or **'Deficient'** for certification results only.

3.3.2 Use **'Safe'**, **'Safe with Repair'**, or **'Unsafe'** for report results only.

Note: The expiration date will automatically appear as 1 year from the inspection date. For certifications that last longer than 1 year, the L&I staff will update the expiration date after submission.

3.4 Click **'Upload Document'** to upload the inspection document and add a description.

3.5 Click **'Submit'**.





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:   **3.1**

CERTIFICATION DETAILS

* Contractor:

* Type of Certification:


* Inspection Date:



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: **3.3**


UPLOAD INSPECTION DOCUMENT

 **Upload Document** **3.4**

File Name	Description	Delete
 Submit 3.5		

L&I Permit and License Center

Step 4: On the confirmation notice, click '**Back to Home**' to be transferred back to the eCLIPSE homepage.

 Building Certification BC-2020-000002 (Submitted)
CONFIRMATION
<small>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.</small>
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 or call 311 (215-686-8686, if outside Philadelphia).