

Associating with a Contractor Account: Quick Guide

Any individual completing license and permit applications on behalf of a contractor, design professional, or attorney must be associated with the contractor's account.

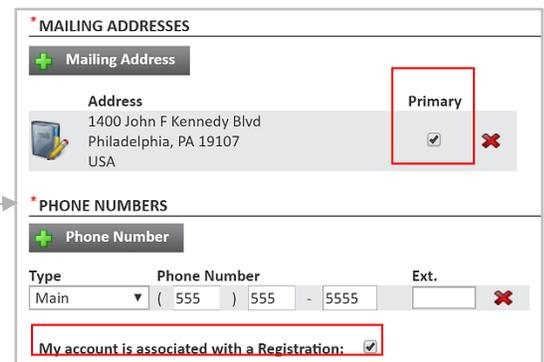
Note: This is not applicable to:

- Employees of an owner or tenant because an L&I license, or registration is not required to apply.
- Licensed expeditors because all applications must be filed by the licensed individual.

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.



The screenshot shows the 'MAILING ADDRESSES' and 'PHONE NUMBERS' sections of a profile form. In the 'MAILING ADDRESSES' section, a single address is listed: '1400 John F Kennedy Blvd, Philadelphia, PA 19107, USA'. The 'Primary' checkbox is checked and highlighted with a red box. In the 'PHONE NUMBERS' section, a 'Main' phone number is listed: '(555) 555-5555'. A checkbox at the bottom of this section is labeled 'My account is associated with a Registration:' and is checked, also highlighted with a red box. A bracket on the left side of the form groups these two sections, with an arrow pointing from the 'Be sure to:' list in the previous block to this form.

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'



The screenshot shows a form titled 'LINK TO REGISTERED PA PROFESSIONAL LICENSE(S) OR CITY CONTRACTOR(S)'. It contains instructions: 'To associate your account with an existing contractor, please specify the Contractor Business Name along with the Contractor Association Secret. To associate your account with an existing contractor, please specify the Contractor Business Name along with the Contractor Association Secret. ADMIN'. There is a 'PIN:' input field followed by a 'Link to Registration/Contractor' button. Below this, it says 'Below is a list of PA Professional Registration(s) and/or Contractor(s) that have been previously linked to your online eClipse User Account. Information the Registrations.' A table lists one entry: 'City Contracting' with 'Phone: (215) 555-5555, License Numbers: 053982, 053983, 053984'. A 'Save' button is at the bottom.

Questions? Need Assistance? Call 311 (215-686-8686, if outside Philadelphia) or submit an [online help form](#).