How to Associate your Activity License in eCLIPSE

Step 1: Sign in to eCLIPSE
   Step 1.1: Go to https://eclipse.phila.gov
   Step 1.2: Enter your registered email address and password
   Step 1.3: Click ‘Sign In’

Step 2: Click on ‘Associate an Activity License’.

Step 3: Select the ‘Activity License Type’ from the options listed.
Step 4: Enter your account information:

For Commercial Activity License Type:

Step 4.1 – Enter ‘City of Philadelphia Tax Account Number’.
Step 4.2 – Enter ‘Existing Activity License Number’.
Step 4.3 – Enter either ‘Federal Employer Identification Number (FEIN)’ or ‘Social Security Number (SSN)’.

For Non-Profit Activity and 2-4 Unit Owner Occupied Housing License Type:

Step 4.4 – Enter ‘Online Identifier’. **Note:** If you do not have an Online Identifier, click on the checkbox and the ‘Existing Activity License Number’ option will open.

Step 4.4.1 – Enter ‘Existing Activity License Number’.
Step 4.5 – Enter either ‘Federal Employer Identification Number (FEIN)’ or ‘Social Security Number (SSN)’.

Step 5: Click on ‘Relate Activity License’.

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