

## 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'

#### Welcome to eCLIPSE.

Email:  \* [Forgot Email Address?](#)

Address:

Password:  \* [Forgot password?](#)

**Sign In**

### Step 2: Click on 'Associate an Activity License'.

**Home**

**Welcome to eCLIPSE!**

You can use eCLIPSE to apply for, view, and manage Department of Licenses & Inspections (L&I) trade licenses, business licenses, permits, certificates, appeals and Streets Department reviews.

For help please visit our eCLIPSE help resources:  
[L&I eCLIPSE Resources](#)  
[L&I Help](#)  
[Streets Department Help](#)  
[311](#) or call 215-686-8686 for assistance

ACTIVITY LICENSES	BUSINESS LICENSES	TRADE LICENSES
<a href="#">Register for a New Activity License</a>	<a href="#">Apply for a Business License</a>	<a href="#">Apply for a Trade License</a>
<a href="#">Associate an Activity License</a>	<a href="#">Renew a Business License</a>	<a href="#">Renew a Trade License</a>
	<a href="#">Amend a Business License</a>	<a href="#">Amend a Trade License</a>
		<a href="#">Associate a Trade License</a>

**PROFESSIONAL REGISTRATION**

[Apply for a Registration](#)

**PERMITS & CERTIFICATES**

[Apply for a Permit or Get a Certificate](#)

[Associate with a Permit / Project](#)

**OTHER**

[Submit An Annual Certification Report](#)

[Create a Project](#)


[Request a CRS Report](#)

[Make an Appeal](#)

**STREETS DEPARTMENT**

[Apply for a Streets Department Review](#)

### Step 3: Select the 'Activity License Type' from the options listed.

 **eCLIPSE**  
CITY OF PHILADELPHIA

[Home](#) [Search](#) [Profile](#)

### Associate Existing Commercial Activity License

**CHOOSE ACTIVITY LICENSE TYPE**

Please select the appropriate Activity License below. If you do not know which option to choose, please [click here for assistance](#). Commercial Activity is the most common and was formerly known as the Business Privilege License (BPL).

**Activity License Types:**

☐ Non-Profit Activity

☐ 2-4 Unit Owner-Occupied Housing

☒ Commercial Activity

**Next**


**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)’.

**Associate Existing Commercial Activity License**

Please enter your existing account information below. If you do not know your 7-digit Tax ID Number (aka: Tax Account Number), you can find it at the bottom of your renewal notice under the "Business Tax" heading.

If you do not know your 6-digit Commercial Activity License number, you can perform a search for it using your Business Name [here](#).  
If you are not sure which numbers to use, please [click here for assistance](#). (Please note that the Activity License number is **NOT** your Business License number).

Click 'Relate Activity License' to link the license to your eCLIPSE account.

\* City of Philadelphia Tax Account Number:

\* Existing Activity License Number:

\* Federal Employer Identification Number (FEIN):   
(without dashes)

Or


\* Social Security Number (SSN):   
(without dashes)

**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)’.


**Associate Existing Activity License**

Please enter your existing account information below. If you do not know your 7-digit Tax ID Number (aka: Tax Account Number), you can find it at the bottom of your renewal notice under the "Business Tax" heading.

If you do not know your 6-digit Commercial Activity License number, you can perform a search for it using your Business Name [here](#).  
If you are not sure which numbers to use, please [click here for assistance](#). (Please note that the Activity License number is **NOT** your Business License number).

Click 'Relate Activity License' to link the license to your eCLIPSE account.

Online Identifier:

I do not have an Online Identifier: ☐ 

\* Federal Employer Identification Number (FEIN):   
(without dashes)

Or

\* Social Security Number (SSN):   
(without dashes)

**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](#).