



# How to Associate your Activity License in eCLIPSE

Step 1: Sign in to eCLIPSE

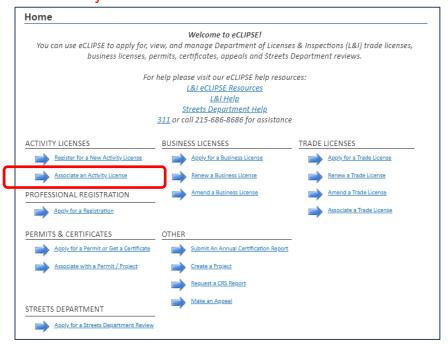
Step 1.1: Go to <a href="https://eclipse.phila.gov">https://eclipse.phila.gov</a>

Step 1.2: Enter your registered email address and password

Step 1.3: Click 'Sign In'

Welcome to eC	IPSE.
Email Address:	* Forgot Email Address?
Password:	* Forgot password?
	Sign In

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



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

GCLI CITY OF PHIL		Home	Search	Profil	
Associate Ex	Associate Existing Commercial Activity License				
CHOOSE ACTIVITY LIC	CENSE TYPE				
	te Activity License below. If you do not know which option to cho most common and was formerly known as the Business Privilege	.,	<u>ere for assist</u>	ance.	
Activity License Types:	○Non-Profit Activity				
	○2-4 Unit Owner-Occupied Housing ©Commercial Activity				
Next					

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## 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)'.

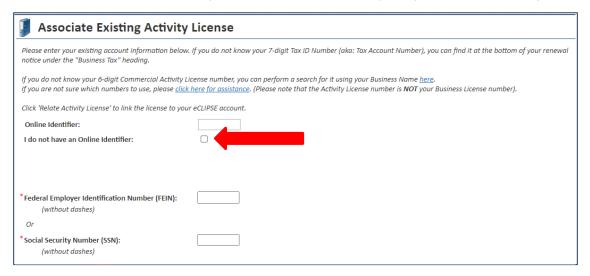
Associate Existing Commercial Activity License			
Please enter your existing account information below notice under the "Business Tax" heading.	. If you do not know your 7-digit Tax ID Number (aka: Tax Account Number), you can find it at the bottom of your renewal		
	icense number, you can perform a search for it using your Business Name <u>here.</u> here <u>for assistance</u> . (Please note that the Activity License number is <b>NOT</b> your Business License number).		
Click 'Relate Activity License' to link the license to you	r 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)'.



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.

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