How to Update your Insurance in eCLIPSE

Step 1: Sign into 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: From the homepage, click on the ‘My Trade Licenses’ tab.

Step 3: Select the ‘Update Insurance’ link.

Step 4: On the next page, click the green plus (+) sign to upload documents.

Note: If all three insurance types are on the same certification, you must upload the same document three (3) times and label it three (3) different names.

Step 5: Click the green arrow at the bottom of the page to submit the updates.

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