



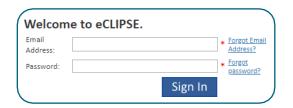
# How to Renew Your Rental Business License in eCLIPSE

# 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'



**Note**: You must associate your Activity License before you can renew your Business License. Refer to the 'How to Associate your Activity License in eCLIPSE' how-to guide for step-by-step instructions.

## Step 2: Select the expiring business license

Step 2.1: Click the 'Renew a Business License' link under the Business Licenses header.



**Step 2.2:** Enter the 'License Number' or 'Business Name' and click on the magnifying glass to search for the existing license. Your business name and license type will automatically appear. Click 'Next' to continue.



Step 2.3: The information for the business license selected will appear on this page. Click 'Next' to continue.



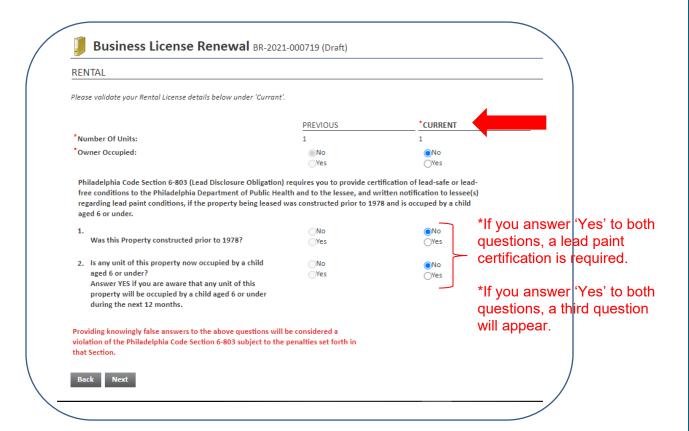
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# **Step 3: Provide updated information**

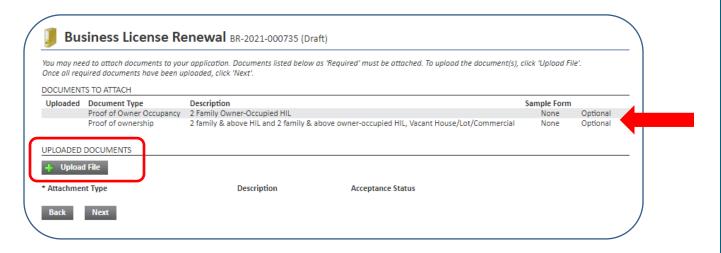
Step 3.1: In the business license renewal details page, answer the questions in the 'CURRENT' column only.



Step 3.2: Click 'Next' to continue.

Step 3.3: On the *Document to Attach* page, click 'Upload File' to upload required documents.

**Note:** If the Documents to Attach are listed as 'Optional' then you do not need to attach any documents.



Step 3.4: Click 'Next' to continue.

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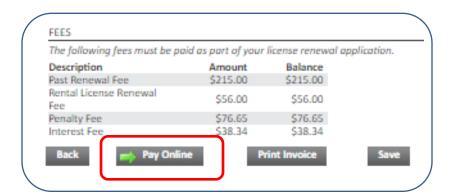


## Step 4: Pay & Submit

If you have multiple licenses to renew, you can pay for all saved license renewal applications in one transaction. Click 'Save' and refer to the 'How to use the Shopping Cart Function in eCLIPSE' how-to guide for step-by-step instructions.

**Step 4.1:** To proceed to the payment portal, click 'Pay Online' to enter your payment information.

**Note:** The license renewal fee can be paid by e-check (no charge) or credit card (2.4% surcharge).



## Step 5: Download the license

If you were not required to attach additional documents to your renewal application, the license will be immediately available for download.

- **Step 5.1:** Return to your eCLIPSE homepage.
- Step 5.2: Scroll down to 'My Business Licenses' to find the newly-issued license.
- Step 5.3: Click 'Download License'.

If you were required to attach documents to your renewal application, the application will be reviewed within three (3) business days of submission. Once the application has been approved, you will be notified via email and will be able to download the new license from your eCLIPSE homepage using the steps above.

#### **Questions? Need Assistance?**

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

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