



Pay Fees in eCLIPSE How-to Guide

To start the payment process, log into your online account at eclipse.phila.gov.

Once logged in, you'll see your eCLIPSE Home page.

From here, you have **two options** for how to pay your fees:

- (1) Through the Pay Page or
- (2) Through the **Permit Details Page**.



PAY PAGE

At the top of the Home page, click 'Pay'.

The **Outstanding Fees** page will open and show items available for payment.

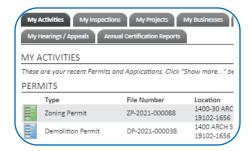


Select the checkbox for the items you wish to pay.

Click 'Submit & Pay Selected'.

PERMIT DETAILS PAGE

On the Home page, **scroll down to 'My Activities**' and locate the permit.



Click the permit to open the Permit Details page.

Under the Details tab, scroll down to the 'Fees section.

Click 'Pay Fees'.



Follow the instructions in the online Payment Portal to complete fee payment.

Note: Electronic check, credit card, and debit card are accepted forms of payment.

Note: All invoices exceeding \$200K must be paid through Revenue Cashier at the Municipal Services Building.

Questions? Need Assistance?

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

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