How to Search My Permits, Applications and Licenses in eCLIPSE

Step 1: Go to **https://eclipse.phila.gov** and login to your eCLIPSE account.

Step 2: From the eCLIPSE homepage, you can search for Permits, Applications and Licenses in two ways:

- **Option 1:** Click on '*My Activities*' tab.

  This tab will show a list of '*Permits*', '*Associated Permits*', '*Business licensing*' and '*Trade Licensing*'. The list is organized in the order of the most recent activity and can only house up to 50 jobs. If you are unable to locate the applicable job from the *My Activities* tab, search using Option 2.
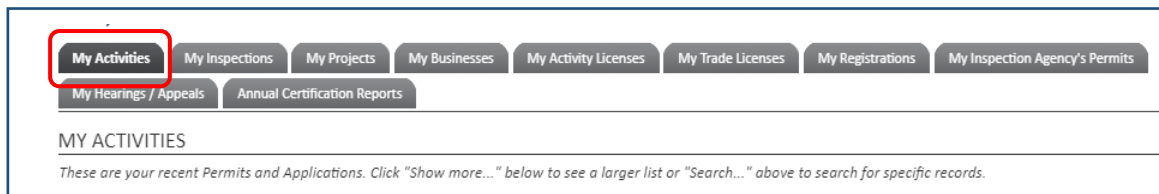
- **Option 2:** Click on the '**Search**' icon at the top right of the homepage.
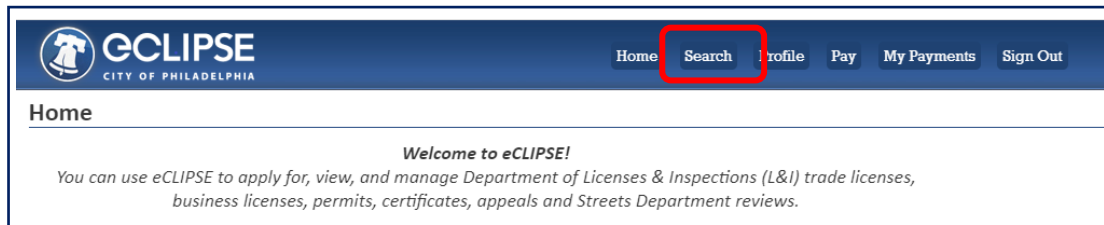
Step 3: From option 2, select the applicable search options.
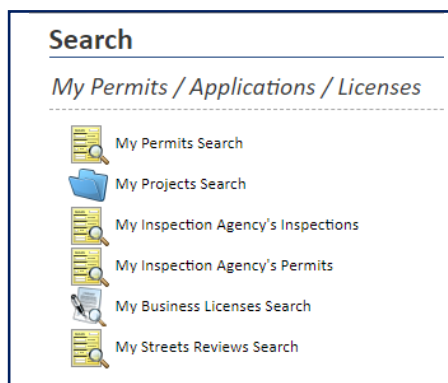
Step 4: Select your Search Parameters.

The search parameters will vary based on the search that is selected. You also have the option of saving the results as an Excel file. Note: Be sure the entries are correct.

Step 5: Click '*Search*' and view the results.

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