Department of
Licenses and Inspections
CITY OF PHILADELPHIA

eCLIPSE
Electronic Commercial Licensing, Inspection, and Permit Services Enterprise

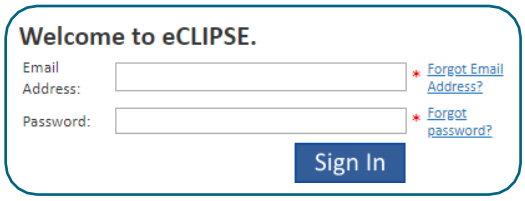
# How to Amend a Trade License in eCLIPSE

## Step 1: Sign in to eCLIPSE

**1.1** Go to https://eclipse.phila.gov

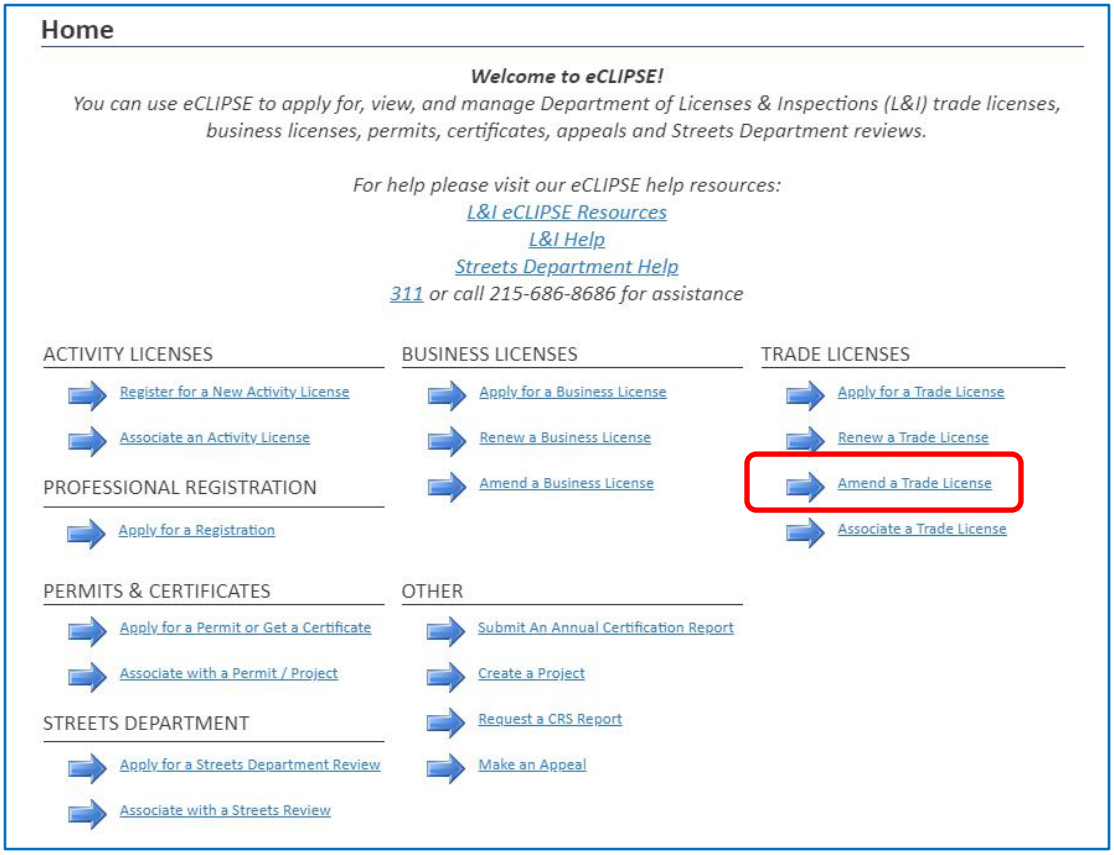
**1.2** Enter your registered email address and password

**1.3** Click 'Sign In'




## Step 2: You can amend a trade license in two ways:

**Option A:** From the homepage, click on the "Amend a Trade License" link and enter the license number on the next screen.



**Option B:** From the homepage, click on the "My Trade Licenses" tab and click on the "Amend License" link on the appropriate license you wish to amend.

## Step 3: On the next screen, complete the necessary information.

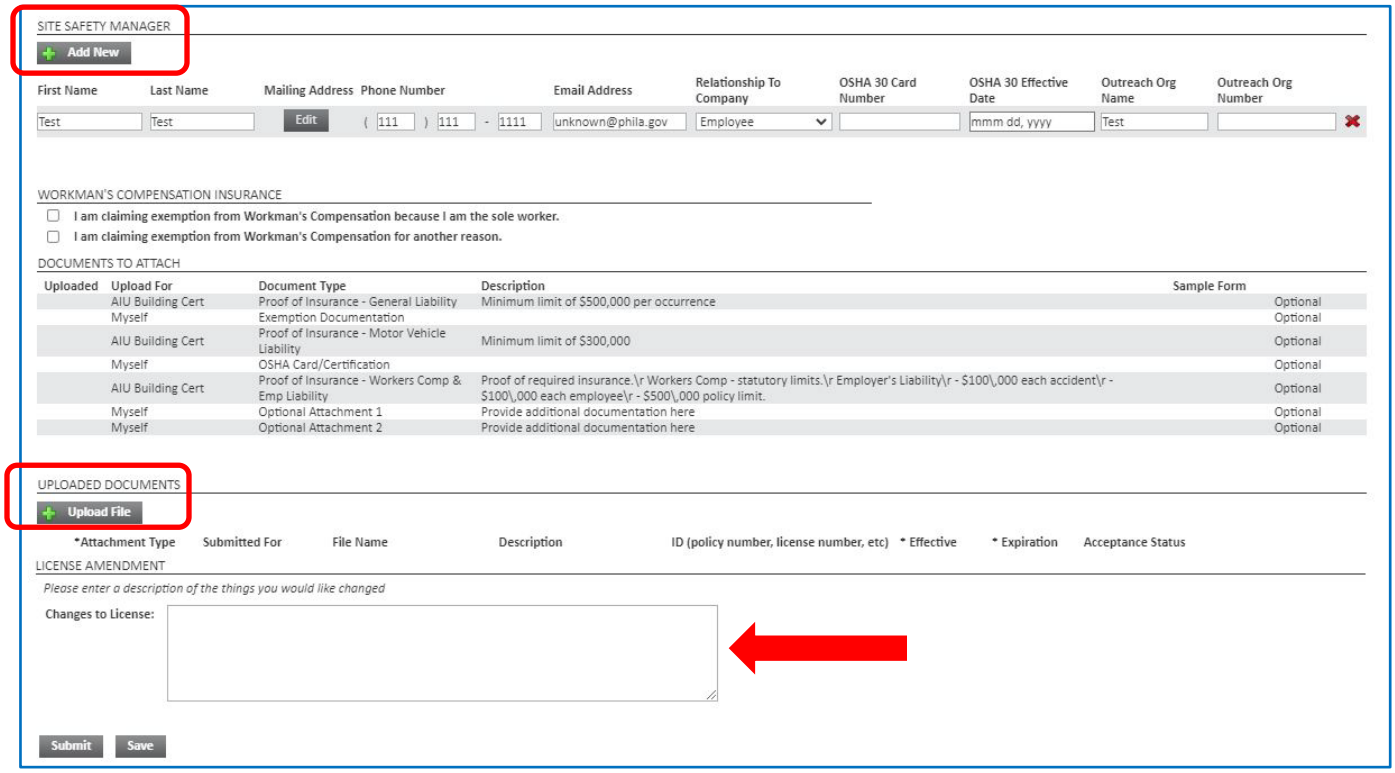
**3.1** Click on the "Add New" button to update the *Site Safety Manager*.

**3.2** Click the "Upload File" button to upload amended documents.

**3.2.1** Select the applicable "Attachment Type" from the pull-down list for each document.

**3.3** Provide a description in the "Changes to License" box to explain the changes you would like to make on this license.

**3.4** Click the "Submit" button to submit the amendment request.



**Step 4: Click the "Click here" link to check the status of your amendment.**

## Questions? Need Assistance?

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