

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'

Welcome to eCLIPSE.

Email Address: * [Forgot Email Address?](#)

Password: * [Forgot password?](#)

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.

Home

Welcome to eCLIPSE!

You can use eCLIPSE to apply for, view, and manage Department of Licenses & Inspections (L&I) trade licenses, business licenses, permits, certificates, appeals and Streets Department reviews.

For help please visit our eCLIPSE help resources:
[L&I eCLIPSE Resources](#)
[L&I Help](#)
[Streets Department Help](#)
[311](#) or call 215-686-8686 for assistance

ACTIVITY LICENSES	BUSINESS LICENSES	TRADE LICENSES
Register for a New Activity License	Apply for a Business License	Apply for a Trade License
Associate an Activity License	Renew a Business License	Renew a Trade License
PROFESSIONAL REGISTRATION	Amend a Business License	Amend a Trade License
Apply for a Registration		Associate a Trade License
PERMITS & CERTIFICATES	OTHER	
Apply for a Permit or Get a Certificate	Submit An Annual Certification Report	
Associate with a Permit / Project	Create a Project	
STREETS DEPARTMENT	Request a CRS Report	
Apply for a Streets Department Review	Make an Appeal	
Associate with a Streets Review		

Trade License Amendment Application

Use the fields below to search for a trade license to amend. Only enter the "Online Identifier" if you need to associate the Trade License with your online account.

License Number:

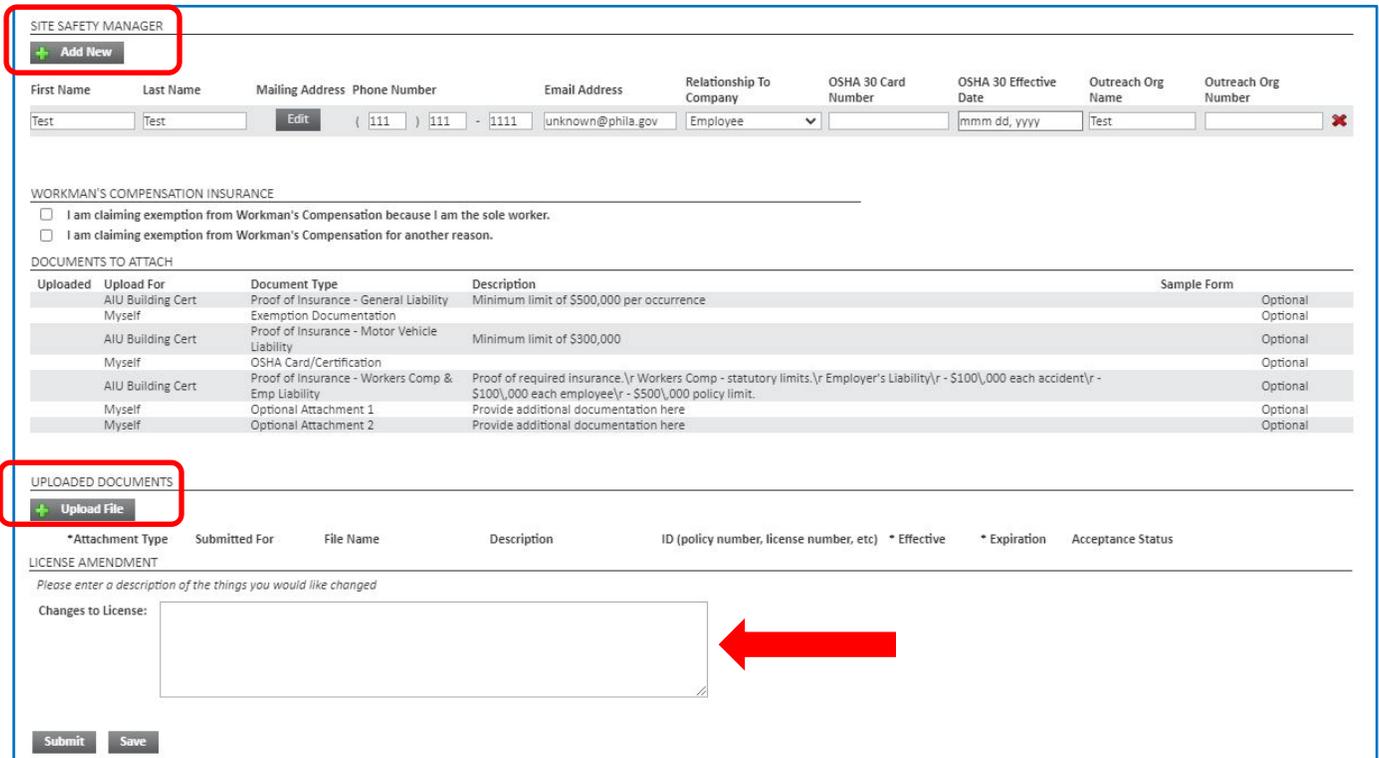
Option B: From the homepage, click on the “My Trade Licenses” tab and click on the “Amend License” link on the appropriate license you wish to amend.



License Number	License Type	Licensee	License State	Issue Date	Expiration Date	Amend License	Update Insurance
058740	Contractor	AIU Building Cert	Active	Apr 18, 2022	Apr 17, 2023	Amend License	Update Insurance

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.



SITE SAFETY MANAGER

[+ Add New](#)

First Name	Last Name	Mailing Address	Phone Number	Email Address	Relationship To Company	OSHA 30 Card Number	OSHA 30 Effective Date	Outreach Org Name	Outreach Org Number
Test	Test	Edit	(111) 111 - 1111	unknown@phila.gov	Employee		mmm dd, yyyy	Test	

WORKMAN'S COMPENSATION INSURANCE

I am claiming exemption from Workman's Compensation because I am the sole worker.
 I am claiming exemption from Workman's Compensation for another reason.

DOCUMENTS TO ATTACH

Uploaded	Upload For	Document Type	Description	Sample Form
	AIU Building Cert	Proof of Insurance - General Liability	Minimum limit of \$500,000 per occurrence	Optional
	Myself	Exemption Documentation		Optional
	AIU Building Cert	Proof of Insurance - Motor Vehicle Liability	Minimum limit of \$300,000	Optional
	Myself	OSHA Card/Certification		Optional
	AIU Building Cert	Proof of Insurance - Workers Comp & Emp Liability	Proof of required insurance.\r Workers Comp - statutory limits.\r Employer's Liability\r - \$100,000 each accident\r - \$100,000 each employee\r - \$500,000 policy limit.	Optional
	Myself	Optional Attachment 1	Provide additional documentation here	Optional
	Myself	Optional Attachment 2	Provide additional documentation here	Optional

UPLOADED DOCUMENTS

[+ Upload File](#)

*Attachment Type	Submitted For	File Name	Description	ID (policy number, license number, etc)	* Effective	* Expiration	Acceptance Status
<p>LICENSE AMENDMENT</p> <p>Please enter a description of the things you would like changed</p> <p>Changes to License:</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>							

[Submit](#) [Save](#)

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

 **Contractor License Amendment** TA-2022-016449

CONFIRMATION

Amendment Number: TA-2022-016449

To view your application for an amendment of your Contractor License, [click here](#).



Questions? Need Assistance?

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