

# eCLIPSE Registration for Attorneys & Design Professionals: FAQs

## Registration FAQs

- **How do I register with more than one company/firm?**

If you have already registered in eCLIPSE under one firm/company's Commercial Activity License (CAL), but need to add another to your account, you will need to submit an amendment using the following steps:

1. Log in to your eCLIPSE account.
2. From your eCLIPSE homepage, scroll down to '*Professional Registration*' and click the **Dashboard** button.
3. On the **Professional Registration** page, click the '*Registrations*' tab to see a list of Design Professional and Attorney registrations associated with your User Account.
4. In the table, click on the applicable License Number link you need to amend.
5. On the License Activities page, click the '*Amend*' button.
6. Provide the necessary updated information in the text field, including the additional company/firm's CAL number and Proof of Employment or a statement of self-employment on company/firm letterhead, then click the '*Submit*' button.
7. Once you have submitted the amendment, and L&I has reviewed and validated the information, your account will be updated.

- **What if I change companies/firms?**

If you change companies/firms, follow these steps to change your registration information:

1. Log in to your eCLIPSE account.
2. From your eCLIPSE homepage, scroll down to '*Professional Registration*' and click the **Dashboard** button.
3. On the **Professional Registration** page, click the '*Registrations*' tab to see a list of Design Professional and Attorney registrations associated with your User Account.
4. In the table, click on the applicable License Number link you need to amend.
5. On the License Activities page, click the '*Amend*' button.
6. Provide the necessary updated information in the text field, including the additional company/firm's CAL number and Proof of Employment or a statement of self-employment on company/firm letterhead, then click the '*Submit*' button.
7. Once you have submitted the amendment, and L&I has reviewed and validated the information, your account will be updated.

- **What if my email address or mailing address changes?**

To update your email and/or mailing address in eCLIPSE, follow these steps:

1. Log in to your eCLIPSE account.
2. From your eCLIPSE homepage, select '*Profile*' from the header menu.
3. To change your email address, click the '*Edit Email*' button below your email address. Update and confirm your email address, then click '*Update*'.
4. An email will then be sent to your "new" email address (in addition to your "old" email address). In the body of the email, click '*Validate your account*' to confirm the updated email address.
5. You'll then be redirected back to eCLIPSE and prompted to enter your eCLIPSE password.
6. Click '*Change Email*' to finalize the change.
7. To change your mailing address, click the edit icon next to the applicable mailing address. Update the information in the pop-up window, then click '*Ok*'. **Please note**, to modify the mailing address for a license, permit, or application, you must edit it directly on that specific license, permit, or application's page.
8. Once you've made the appropriate changes, click the '*Save*' icon at the bottom of the page to save.

- **How can I find my Commercial Activity License (CAL) Number?**  
[Search for your CAL](#) by Business Name (or 'Doing Business As' name).

- **What if my company/firm has more than one CAL?**

If you are a registered attorney or design professional that works for more than one firm/company, you can complete an [online help form](#) to submit the additional CAL number(s) so that it can be added to your eCLIPSE account.

## Permit FAQs

- **How can I allow others in my company/firm to make a permit application on my behalf?**

Once you (a.k.a., the Attorney of Record / Design Professional) create your eCLIPSE account, apply for and have your Registration approved, you will then be able to grant eCLIPSE account access to your employee(s). The employee(s) will then be able to file/manage permit applications on your (the Attorney of Record/Principal Architect's) name. Refer to the [Customer Associations in eCLIPSE](#) information sheet for more information.

- **Can I grant someone else in my company/firm the authority to manage the account?**

Yes. Refer to the [Customer Associations in eCLIPSE](#) information sheet for more information.

- **Can I remove another user's access to my account?**

Yes. Refer to the [Customer Associations in eCLIPSE](#) information sheet for more information.

- **How can I make sure my user and account email addresses are the same?**

If your email address changes for any reason (e.g., you leave your company/firm), be sure to update it in your eCLIPSE account using the following steps:

1. Log in to your eCLIPSE account.
2. From your eCLIPSE homepage, select '*Profile*' from the header menu.
3. To change your email address, click the 'Edit Email' button below your email address. Update and confirm your email address in the pop-up window, then click '*Update*'.
4. An email will then be sent to your "new" email address (in addition to your "old" email address). In the body of the email, click 'Validate your account' to confirm the updated email address.
5. You'll then be redirected back to eCLIPSE and prompted to enter your eCLIPSE password.
6. Click '*Change Email*' to finalize the change.

- **Who maintains access of the permit documents—the registered professional or the company/firm?**

The principal architect/attorney of record (a.k.a., the person who seals the documents) has ownership of the documents, including plans, permit records, and other associated approved documents. The associated company/firm does not retain the documents.

For changes to this arrangement, please submit a request through the [online help form](#).

- **Can I see permits on which I've been named?**

Yes. If you are registered, all permit applications either filed in your name or that you've been named on will be listed on your **Permits & Certificates** Dashboard.

- **Will I still be able to make application or obtain assistance at the L&I Permit and License Center?**

Yes. L&I will continue to provide services at the Permit and License Center located at the Concourse-level of the Municipal Services Building at 1401 JFK Blvd. You must [schedule an appointment](#) to visit the Permit and License Center.