PennDOT e-Notification

Bureau of Solutions Management Highway Applications Division



General

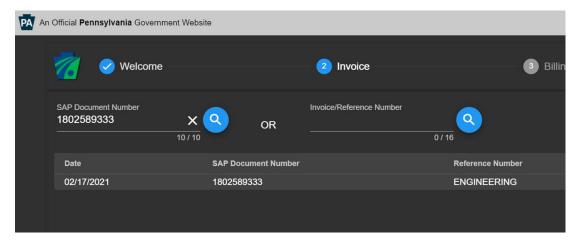
No. 017 March 22, 2021

Credit Card Payment Option

We are pleased to announce that credit card payments are now accepted for PennDOT's Engineering Software transactions through the Pay PennDOT website. The <u>Order Form</u> and <u>Update Form</u> have been updated to include a Credit Card Payment check box.

Please follow the steps below when submitting a credit card payment for an Engineering Software transaction:

- E-mail the appropriate form(s), <u>Order Form</u> and/or <u>Update Form</u>, to <u>PenndotBisEngineer@pa.gov</u> with the Credit Card Payment box checked.
- The fees will be verified, and an invoice will be e-mailed to the Contact Person listed on the form with a link to the Pay PennDOT website.
- Go to the Pay PennDOT website (https://www.pay.penndot.gov/web) to submit the credit card payment.
 Enter the invoice number provided in the SAP Document Number field and click on the Search button.
 Select the invoice listed. Submit payment. A Transaction Receipt will be provided by e-mail.



- For the quickest turnaround, forward the Transaction Receipt to PenndotBisEngineer@pa.gov. Otherwise, there may be a delay until we are notified that the payment has been posted.
- The download instructions will be sent to the Contact Person listed on the Order/Update form.

Please direct any questions concerning the above to:

Robert F. Yashinsky, P.E.

PA Office of Administration | Infrastructure and Economic Development Bureau of Solutions Management | Highway Applications Division

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