

# PennDOT e-Notification

Bureau of Solutions Management  
Highway Applications Division



## General

No. 021  
September 25, 2023

## Engineering Software Fee Payments

Due to the tremendous success of our credit card payment option and our staff's ongoing teleworking, we are discontinuing mail-in software orders and payment by check. All payments will now be made by credit card using the [Pay PennDOT](#) website.

Please follow the steps below when submitting any New License Request or Update Request:

- E-mail the appropriate form(s), [Order Form](#) and/or [Update Form](#), to [PenndotBisEngineer@pa.gov](mailto:PenndotBisEngineer@pa.gov).
- The fees will be verified, and an invoice will be e-mailed to the Contact Person listed on the form with payment instructions and a link to the [Pay PennDOT](#) website.
- Go to the [Pay PennDOT](#) website to submit the credit card payment. Enter the invoice number provided in the **Invoice/Reference/SAP Number** field and click on the Search button. Click **Continue**. Enter credit card information and submit payment. A Transaction Receipt will be provided by e-mail.

- For the quickest turnaround, forward the Transaction Receipt to [PenndotBisEngineer@pa.gov](mailto: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:

### Nicole Avalon

AMS Highway Permit Admin (HPA) Engineer Business Analyst  
Bureau of Solutions Management | CAI AMS Highway Admin Team  
Phone: (805)504-6848 | Fax: (717) 705-5529  
e-mail: [c-navalon@pa.gov](mailto:c-navalon@pa.gov)

Archived copies of all previously distributed e-Notifications can be obtained from the PennDOT LRFD and Engineering Programs website at <http://penndot.engrprograms.com/home> and clicking on "e-Notification" and then "Mailing List Archives."

