

PennDOT e-Notification

Bureau of Solutions Management
Highway Applications Division



General

No. 022
June 17, 2024

Engineering Software Fee Payments

The website for payments have changed. All payments will now be made by credit card using the new [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. If this is a rush please say so in the email.
- 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. 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
PA Office of Administration | Infrastructure and Economic Development
Bureau of Solutions Management | CAI AMS Highway Admin Team
400 North Street, 5th Floor | Harrisburg, PA 17120
Mobile: 805.504.6848
www.oa.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."

