

PennDOT e-Notification

Bureau of Solutions Management
Highway Applications Division



General

No. 017
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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 [Order Form](#) and [Update Form](#) 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), [Order Form](#) and/or [Update Form](#), to PenndotBisEngineer@pa.gov 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.

A screenshot of the Pay PennDOT website search interface. At the top, it says "PA An Official Pennsylvania Government Website". Below that is a navigation bar with three steps: "1 Welcome" (checked), "2 Invoice" (selected), and "3 Billing". The main search area has two input fields: "SAP Document Number" with the value "1802589333" and "Invoice/Reference Number" with a search icon. Below the search fields is a table with three columns: "Date", "SAP Document Number", and "Reference Number". The table contains one row with the values "02/17/2021", "1802589333", and "ENGINEERING".

Date	SAP Document Number	Reference Number
02/17/2021	1802589333	ENGINEERING

- 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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