

## Bureau of Project Delivery Bridge Design and Technology Division

### BRADD

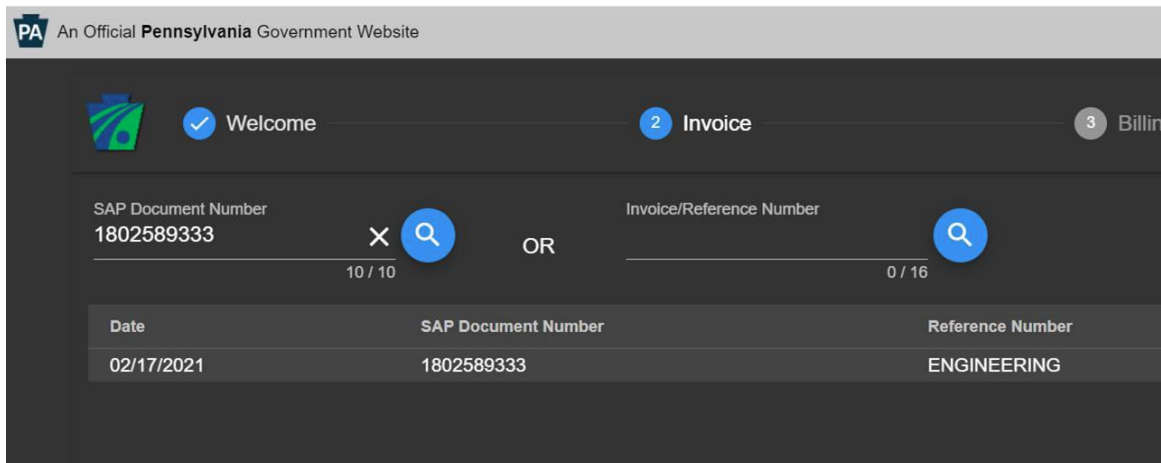
No. 055  
October 06, 2021

### Credit Card Payment Option and New Contact E-mail Address

We are pleased to announce that credit card payments are now accepted for the PennDOT BRADD 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 complete the forms using Adobe Reader to automatically calculate the required fee.

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

- E-mail the appropriate form(s), [Order Form](#) and/or [Update Form](#), to the new e-mail address [ra-pdbraddmanager@pa.gov](mailto:ra-pdbraddmanager@pa.gov) with the Credit Card Payment box checked. Please complete the forms using Adobe Reader to automatically calculate the required fee.
- 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.



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

Archived copies of all previously distributed e-Notifications can be obtained from the PENNDOT BRADD website at <https://bradd.engrprograms.com/home> and clicking on "e-Notification" and then "Mailing List Archives."

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

**BRADD Manager**

PA Department of Transportation | Bureau of Project Delivery  
Bridge Design and Technology Division  
400 North Street – 7th Floor | Harrisburg, PA 17120-0094  
Phone: 717-787-7057 | E-mail: [ra-pdbraddmanager@pa.gov](mailto:ra-pdbraddmanager@pa.gov)

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