

## PennDOT Credit Card Site How-To

The PennDOT credit card site is to be used by external customers to PennDOT to pay invoices that have been billed to them and currently sit in open status in SAP.

### Step 1:

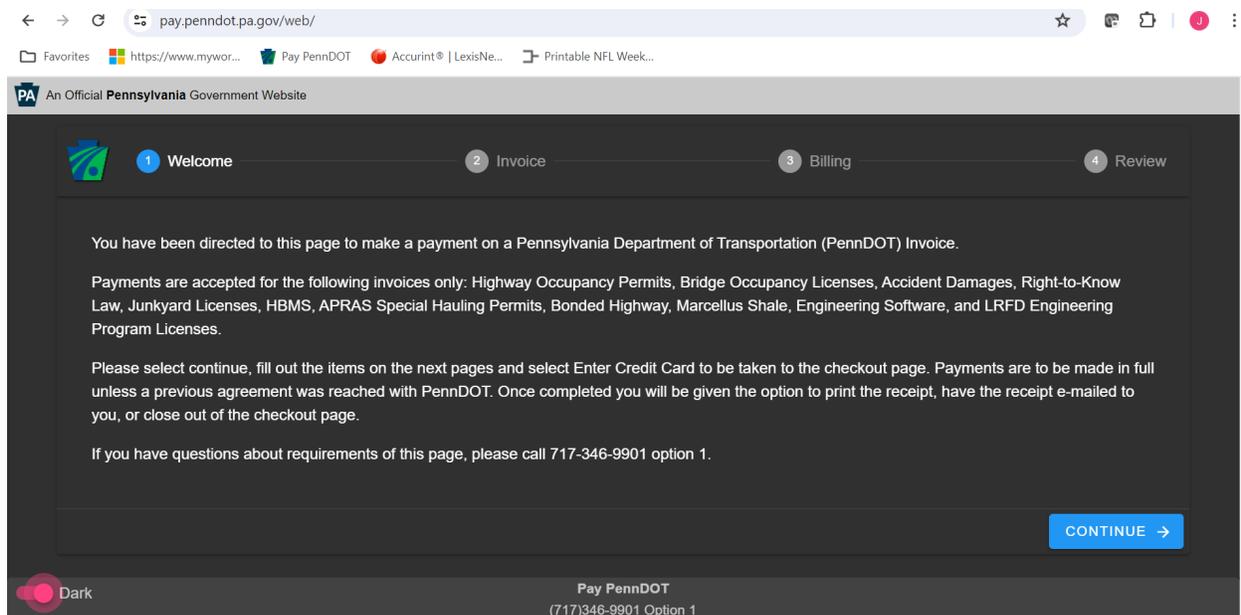
Open a web browser and type in one of the following:

[pay.penndot.pa.gov](https://pay.penndot.pa.gov)

<https://pay.penndot.pa.gov>

<https://www.pay.penndot.pa.gov>

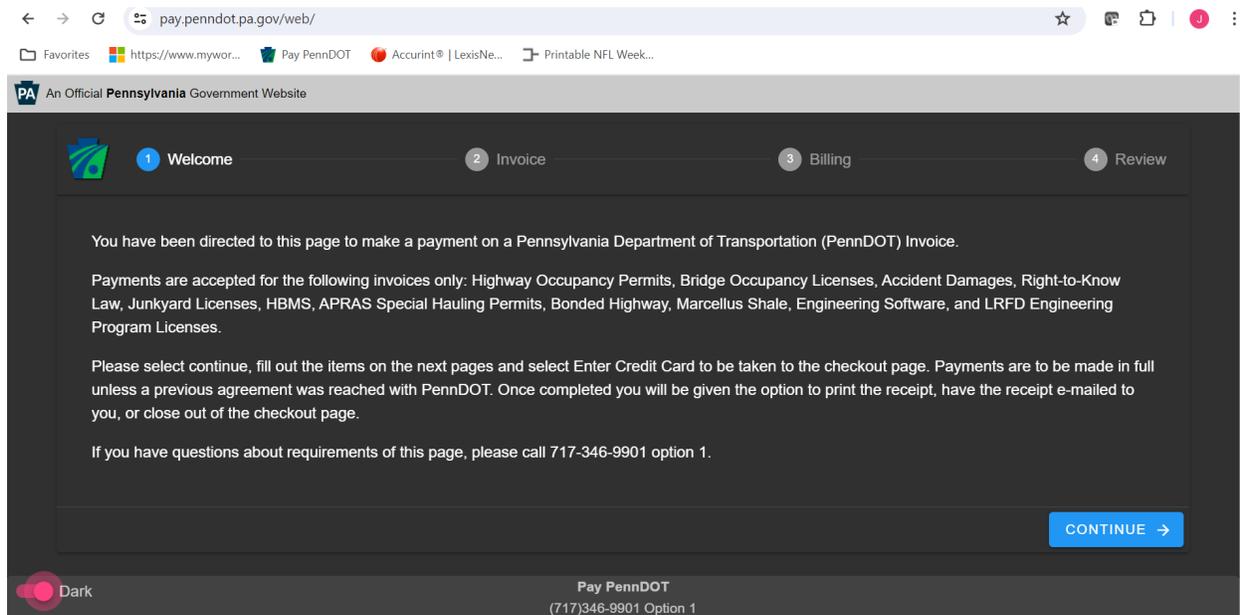
You will land on a screen that looks like below.



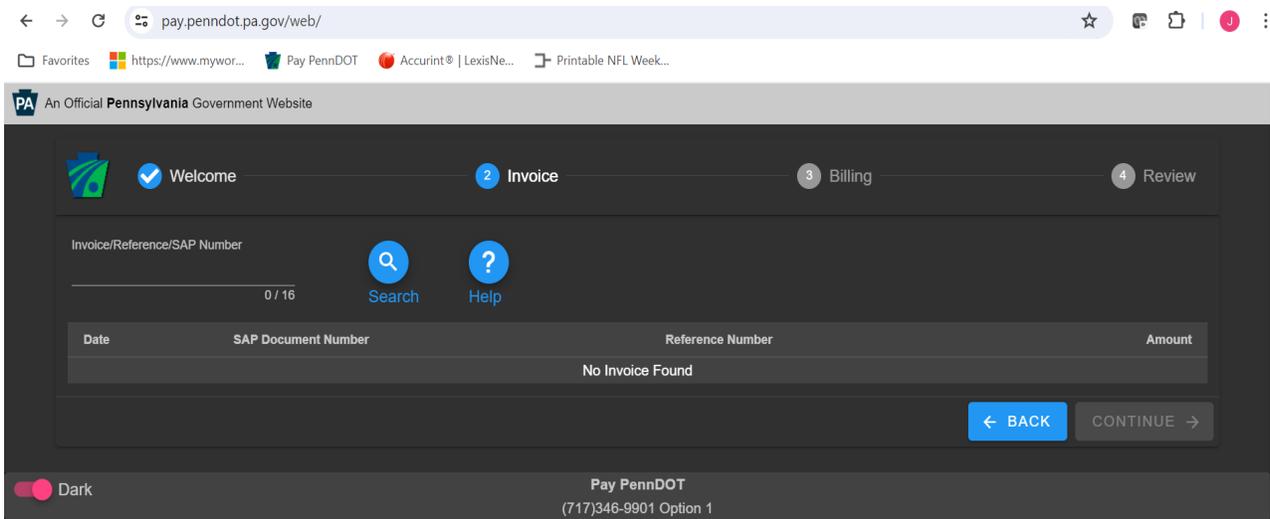
An option here in the lower left corner will allow users to toggle from light and dark mode depending on their eye preference.

## Step 2:

After reading the splash page for the site, users are to click continue in the lower right corner.



The following page will appear:



### Step 3:

On this page customers can either enter their 10 digit SAP Document number or an Invoice/Reference Number.

10 digit SAP document numbers are assigned by SAP and start with a 18 number sequence.

Invoice/Reference Numbers are numbers that are assigned by interfaces and can be up to 16 alphanumeric digits. Examples include invoices that start with:

AP for APRAS invoices

78 for Epermits

777 for HBMS and OAD

0015 for Accident Damages

### Example for calling up an SAP document Number

Type in your SAP Document Number in the SAP Document Number line.

The screenshot shows a search interface with a progress bar at the top indicating steps: Welcome (1), Invoice (2), Billing (3), and Review (4). Below the progress bar, there are two input fields: 'SAP Document Number' and 'Invoice/Reference Number'. The 'SAP Document Number' field contains the value '1802475987' and is highlighted with a red box. A magnifying glass icon is visible next to the input field. Below the input fields, there is a table with columns: Date, SAP Document Number, Reference Number, and Amount. The table content is 'No Invoice Found'. At the bottom right, there are two buttons: 'BACK' and 'CONTINUE'.

Select the magnifying glass next to it or hit enter on your keyboard.

This screenshot is identical to the previous one, showing the same search interface. The only difference is that the magnifying glass icon next to the 'SAP Document Number' input field is now highlighted with a red box, indicating the next step in the process.

The following will appear:

SAP Document Number: 1802475987 (10 / 10) OR Invoice/Reference Number: (0 / 16)

Date	SAP Document Number	Reference Number	Amount
04/02/2020	1802475987	AP34444320040200	\$ 688.00

Amount Due: \$ 688.00  
Amount Paying: \$ 688.00

Buttons: BACK, CONTINUE

If this is the correct invoice and correct amount the customer can click continue. If the customer has a payment plan that has been pre-approved by PennDOT Finance they can actually change the amount in the amount paying field to something other than the entire amount of the invoice. A message will appear saying the customer needs pre-approved. See example below. Also if there have already been partial payments on the account they will show up as a line item that subtracts the previous partial payment from the original invoice to give a net due amount.

SAP Document Number: 1802475987 (10 / 10) OR Invoice/Reference Number: (0 / 16)

Date	SAP Document Number	Reference Number	Amount
04/02/2020	1802475987	AP34444320040200	\$ 688.00

Amount Due: \$ 688.00  
Amount Paying: \$ 50.00

Message: Anything less than the full amount must be pre-approved

Buttons: BACK, CONTINUE

If either paying full amount or partial the next step is to click continue.

SAP Document Number: 1802475987 (10 / 10) OR Invoice/Reference Number: (0 / 16)

Date	SAP Document Number	Reference Number	Amount
04/02/2020	1802475987	AP34444320040200	\$ 688.00

Amount Due: \$ 688.00  
Amount Paying: \$ 688.00

Buttons: BACK, CONTINUE (highlighted)

## Example for calling up an Invoice/Reference Number

Type in the full Invoice or Reference Number in the Invoice/Reference Number field (partial numbers are not valid).

1 Welcome 2 Invoice 3 Billing 4 Review

SAP Document Number 0 / 10 OR Invoice/Reference Number AP34444320040200 16 / 16  
Click Magnifying Glass to Search

Date	SAP Document Number	Reference Number	Amount
No Invoice Found			

← BACK CONTINUE →

Select the magnifying glass next to it or hit enter on your keyboard.

1 Welcome 2 Invoice 3 Billing 4 Review

SAP Document Number 0 / 10 OR Invoice/Reference Number AP34444320040200 16 / 16  
Click Magnifying Glass to Search

Date	SAP Document Number	Reference Number	Amount
No Invoice Found			

← BACK CONTINUE →

The following will appear:

SAP Document Number 0 / 10 OR Invoice/Reference Number AP34444320040200 16 / 16  
Click Magnifying Glass to Search

Date	SAP Document Number	Reference Number	Amount
04/02/2020	1802475987	AP34444320040200	\$ 688.00

Amount Due \$ 688.00  
Amount Paying \$ 688.00

← BACK CONTINUE →

If this is the correct invoice and correct amount the customer can click continue. If the customer has a payment plan that has been pre-approved by PennDOT Finance they can actually change the amount in the amount paying field to something other than the entire amount of the invoice. A message will appear saying the customer needs pre-approved. See example below.

SAP Document Number 1802475987  10 / 10   OR Invoice/Reference Number  0 / 16

Date	SAP Document Number	Reference Number	Amount
04/02/2020	1802475987	AP34444320040200	\$ 688.00

Amount Due \$ 688.00  
Amount Paying \$ 50.00

*Anything less than the full amount must be pre-approved*

If either paying full amount or partial the next step is to click continue.

SAP Document Number 1802475987  10 / 10   OR Invoice/Reference Number  0 / 16

Date	SAP Document Number	Reference Number	Amount
04/02/2020	1802475987	AP34444320040200	\$ 688.00

Amount Due \$ 688.00  
Amount Paying \$ 688.00

**If using a Reference Number with multiple invoices using the same Reference Number**

First type in your Reference Number and select the magnifying glass or selecting enter on your keyboard.

SAP Document Number  0 / 10  OR Invoice/Reference Number  11 / 16

Date	SAP Document Number	Reference Number	Amount
No Invoice Found			

Next, a list of invoices will appear.

Reference Number: DIST 11 RCS  
Has Multiple Matching Invoices  
Please select one below or cancel and call PennDOT if unsure.

Date	Document Number	Amount
04/08/2020	1802477166	\$ 10.54
04/08/2020	1802477138	\$ 38.32
04/08/2020	1802477139	\$ 27.49
04/08/2020	1802477141	\$ 80.88
04/08/2020	1802477140	\$ 97.49
03/09/2020	1802466847	\$ 39.51
03/06/2020	1802466158	\$ 49.88
04/13/2020	1802478628	\$ 27.47

Single click on a document to have it populate on the previous screen. If customer is unsure please have them call the Finance Help Desk number listed on the main page at the bottom.

Reference Number: DIST 11 RCS  
Has Multiple Matching Invoices  
Please select one below or cancel and call PennDOT if unsure.

Date	Document Number	Amount
04/08/2020	1802477166	\$ 10.54
04/08/2020	1802477138	\$ 38.32
04/08/2020	1802477139	\$ 27.49
04/08/2020	1802477141	\$ 80.88
04/08/2020	1802477140	\$ 97.49
03/09/2020	1802466847	\$ 39.51
03/06/2020	1802466158	\$ 49.88
04/13/2020	1802478628	\$ 27.47

The following will appear:

SAP Document Number 1802477166 OR Invoice/Reference Number Dist 11 RCS

Date	SAP Document Number	Reference Number	Amount
04/08/2020	1802477166	DIST 11 RCS	\$ 10.54

Amount Due \$ 10.54  
Amount Paying \$ 10.54

← BACK CONTINUE →

Click Continue.

SAP Document Number 1802477166 OR Invoice/Reference Number Dist 11 RCS

Date	SAP Document Number	Reference Number	Amount
04/08/2020	1802477166	DIST 11 RCS	\$ 10.54

Amount Due \$ 10.54  
Amount Paying \$ 10.54

← BACK CONTINUE →

#### Step 4:

After clicking continue, customers will be taken to a Billing page.

Welcome Invoice **3 Billing** 4 Review

Name As It Appears On Credit Card \* 0 / 30

Address \* 0 / 30

City \* State/Province Pennsylvania Zip/Postal Code \* 0 / 10

Phone Number \* 0 / 20

Email 0 / 30

Email Verify 0 / 30

← BACK CONTINUE →

Customers need to fill in anything that appears with an asterisk(\*) next to it. Email is not required but if the customer puts in their email they will receive an emailed receipt.

A screenshot of a billing form interface. At the top, there is a progress bar with four steps: 'Welcome' (checked), 'Invoice' (checked), 'Billing' (active, highlighted with a blue circle), and 'Review' (disabled, greyed out). Below the progress bar, the form contains several input fields. The following fields are highlighted with red boxes: 'Name As It Appears On Credit Card \*' with the value 'John L. Smith'; 'Address \*' with the value '400 North Street'; 'City \*' with the value 'Harrisburg'; and 'Zip/Postal Code \*' with the value '17120'. Other fields include 'State/Province' with a dropdown menu showing 'Pennsylvania', and 'Phone Number \*' with the value '(717) 346-9901'. There are also empty fields for 'Email' and 'Email Verify'. At the bottom right, there are two buttons: '← BACK' and 'CONTINUE →', both in blue. The 'CONTINUE' button is not highlighted in this screenshot.

Click Continue.

A second screenshot of the same billing form interface, showing the same data as the first screenshot. In this version, the 'CONTINUE →' button at the bottom right is highlighted with a red box, indicating the next step in the process.

## Step 5:

A review page will appear.

Name: John L Smith

Address: 400 North Street

City: Harrisburg                      State/Province: Pennsylvania                      Zip: 17120

Phone Number: (717) 346-9901                      Email:

SAP Document Number	Amount Due	Amount Paying
1802477166	\$ 10.54	\$ 10.54

 Please allow for overnight processing

[← BACK](#)   [ENTER CREDIT CARD !\[\]\(8787424d298b19652335d0b530e53efa\_img.jpg\)](#)

Review the information on the page. If a mistake is noticed use the back button to fix the information. If no mistakes are found, click Enter Credit card to be taken to the Payeezy check out page.

Name: John L Smith

Address: 400 North Street

City: Harrisburg                      State/Province: Pennsylvania                      Zip: 17120

Phone Number: (717) 346-9901                      Email:

SAP Document Number	Amount Due	Amount Paying
1802477166	\$ 10.54	\$ 10.54

 Please allow for overnight processing

[← BACK](#)   [ENTER CREDIT CARD !\[\]\(aca27db703fc917451dfe701336453db\_img.jpg\)](#)

## Step 6:

Customers will be sent to the Payeezy check out page. Customers will fill out all the required information and select Pay With Your Credit Card button. Customers will be redirected to a receipt page where they can print or close out.

**PA.GOV**

**PennDOT Finance**

**Review Your Order**

SAP Document Number  
1802477166  
Invoice/Reference Number  
DIST 11 RCS

Total Amount: USD 10.54

[Return to PennDOT Finance](#)

**Pay With Your Credit Card**

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Security Code

CVV2 is the Visa term for the 3 digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4 digits and located on the front.

Email

A confirmation email will be sent to this address.

Verification  
 I'm not a robot

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

## Notes:

**Multiple invoices cannot be paid at once. Each will need to be individually processed through the site.**

**Invoices take an overnight clearing process into SAP. If a customer tries the same invoice twice, the system will allow them to pay twice. Please tell customers to wait 24 hours after payment to clear and not try it in the site again.**