Agent Scanning
Direct Scanning Solution for Vitu

Direct Scanning Solution

Save time and money.
Scan paperwork direct to PAA for review.

https://scan.paa.org

Upload 1 deal at a time.

Must be scanned in color and duplex.

300 DPI

Vitu Customers,

Direct Scanning means you no longer need to mail paperwork to PAA. Instead, scan and upload the images using the secure web address – https://scan.paa.org. No cost to upload documents.

All data and images are securely transmitted and stored at the latest recommended security standards.

We will review the paperwork per PennDOT requirements and following review transmit your scan to PennDOT.

Documents/Originals should be retained in paper format for 1 year. Scanned images, once uploaded, do not need to be retained.

1. Contact your IT provider to install and configure the scanner.

If you have scanners that meet the requirements, you may begin scanning immediately.

Your IT provider may be needed for set up and to test functionality with your system.

2. Scan the Deal in color, at 300 DPI and duplex as a PDF.

Scan and upload the documents you would normally mail to PAA.
(Do not send entire deal jackets.)

3. PAA will Review Submission for Errors.

Receive daily emails (per DIN) with submitted WIDs and missing work.

PennDOT requires deals to be scanned in conjunction with submission.

For scanning issues: scanhelp@paa.org