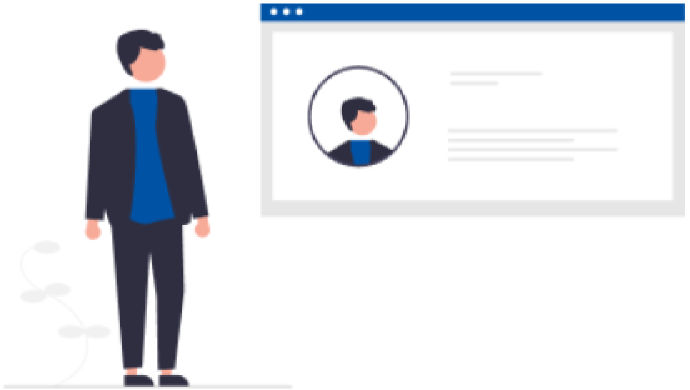
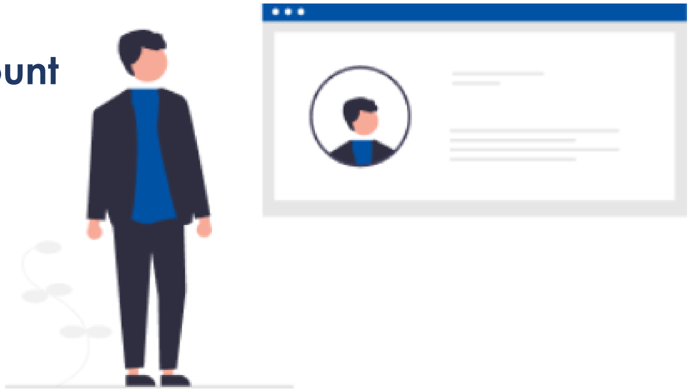
Online Customer Account (OCA)

Creating an account - company



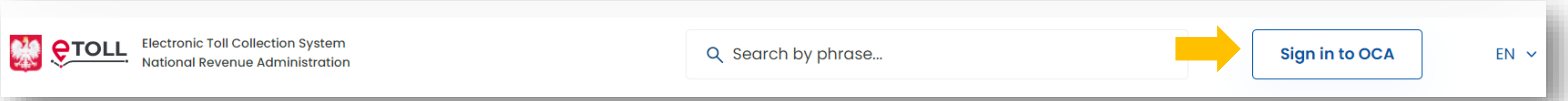
To register in the e-TOLL system, follow the steps below:

1. Go to etoll.gov.pl
2. Log in and confirm your identity
3. Fill in the required data
4. Specify the type of entity to be registered
5. Create an entity account
6. Select the parties
7. Create a billing account
8. Create financing – prepayment, fleet card, deferred payment account
9. Add a vehicle and assign it to the billing account
10. Add a location device
11. Assign the location device to a vehicle
12. Activate the location device in the OCA



1. Go to etoll.gov.pl

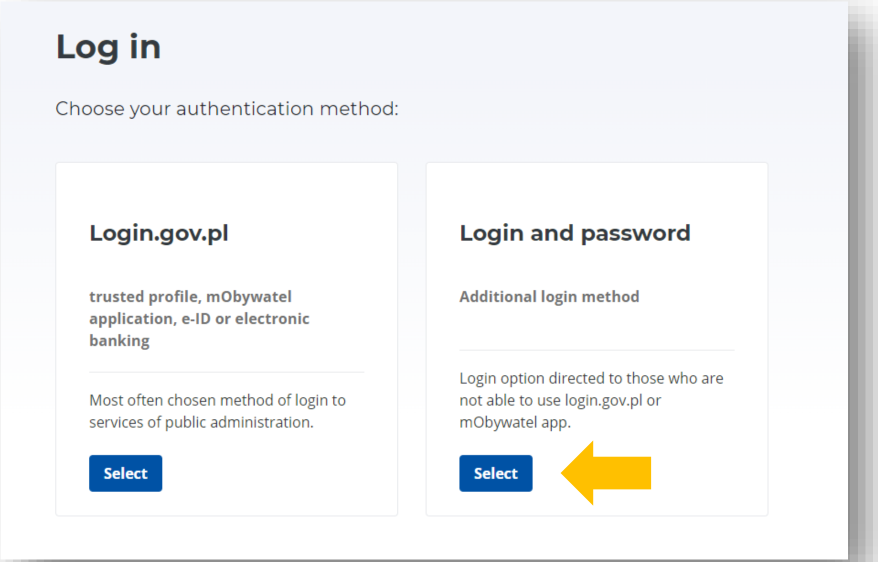
Select *Sign in to OCA* from the top bar.



2. Log in and confirm your identity

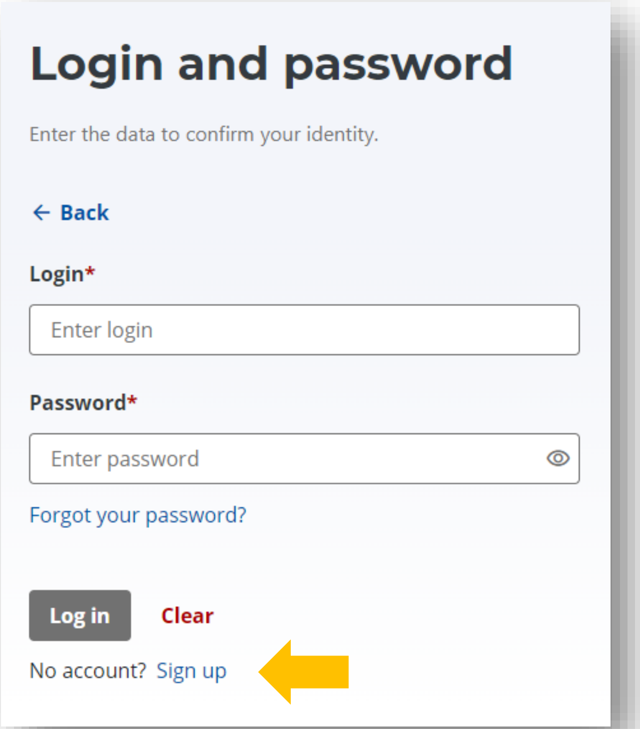
The dedicated login method
for people from outside of Poland is:
✓ login and password

This option requires additional user authentication at a Customer Service Facility (MOK)



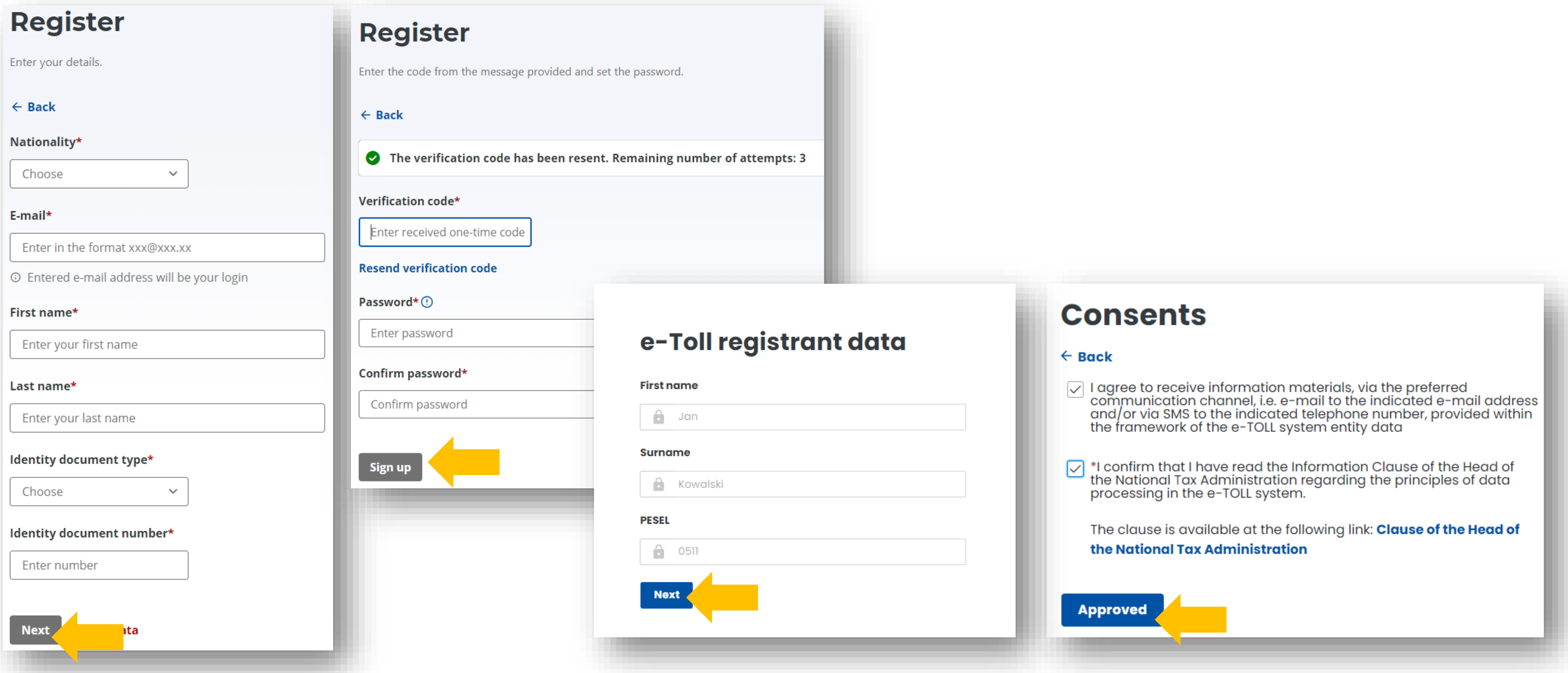
Logging in is possible in Polish and English.

Once you have selected **Login and Password**, click *Sign up* at the bottom of the page.



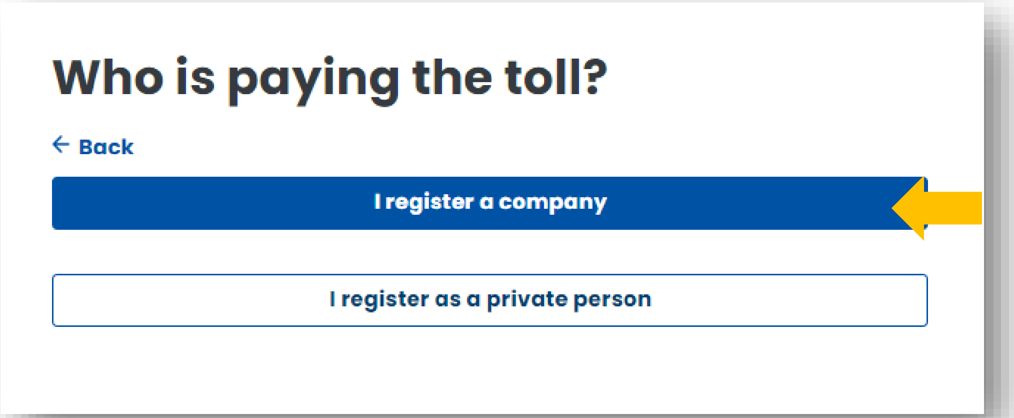
3. Fill in the required data

Enter your details in the required fields. Then click *Next*. In the next step, enter the verification code you will receive to your e-mail address, and set your password. Finally, a window will appear informing you of the details of the e-TOLL registrant. Click *Next*. *Approved* the required consents.



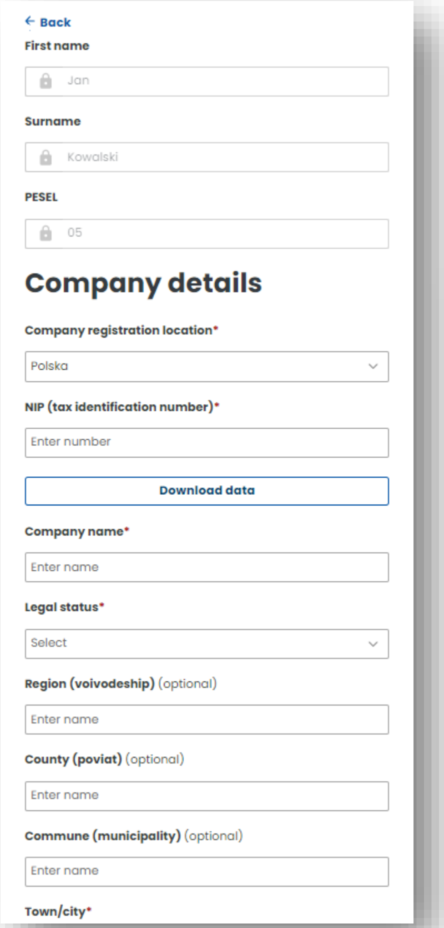
4. Specify the type of entity to be registered

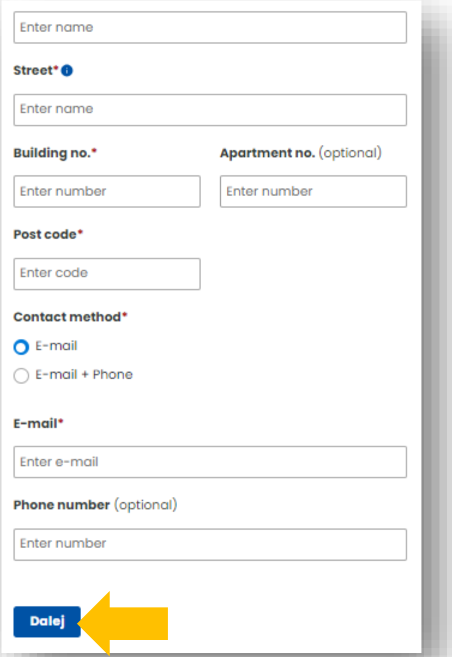
Select *I register a company*.



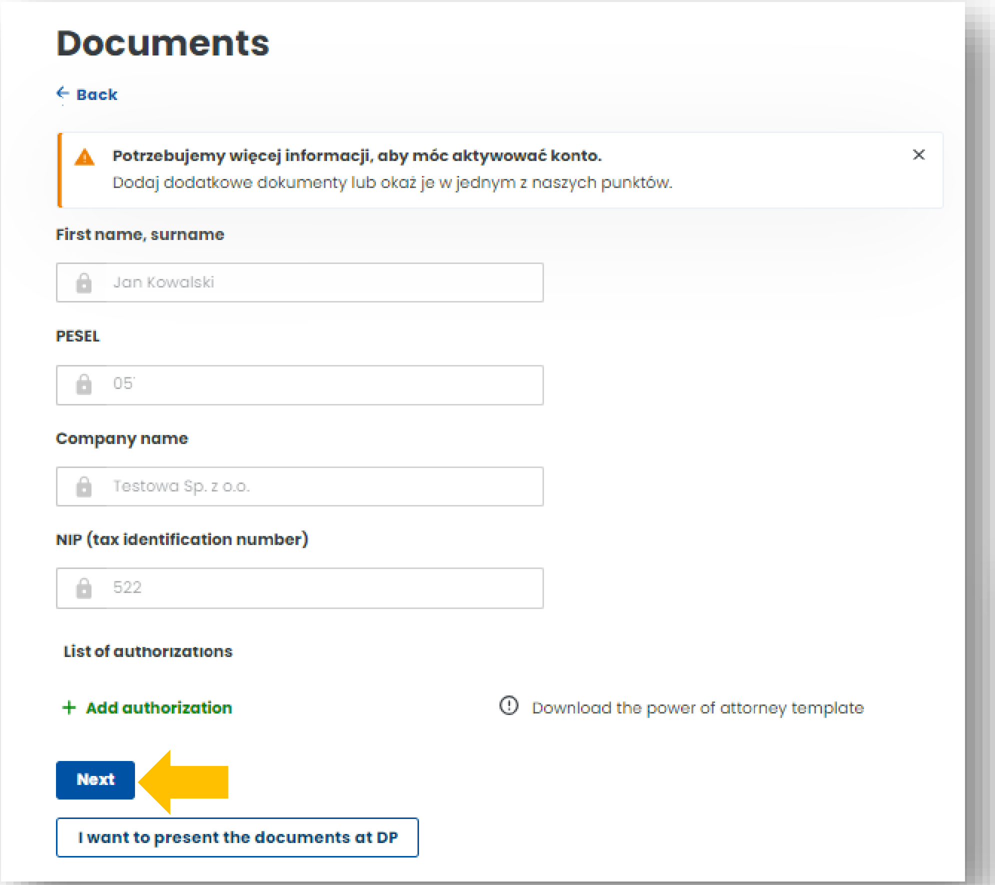
5. Create an entity account

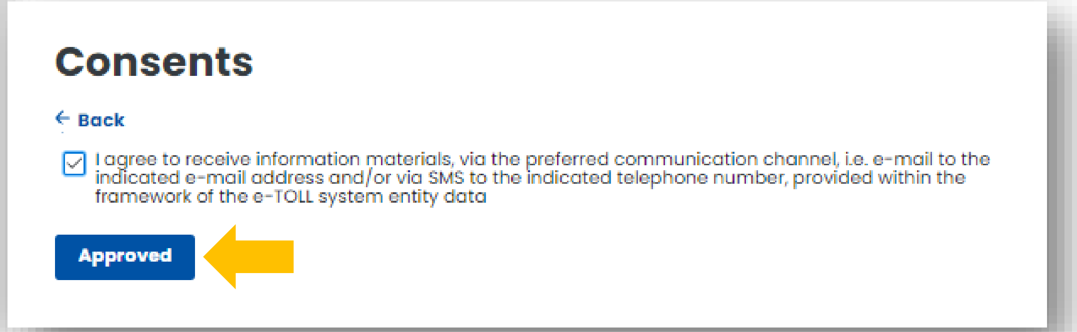
Fill in the company data. Enter the NIP number and click *Download data*.
The fields will be filled out automatically on the basis of the data from the CEiDG. Click *Dalej*.



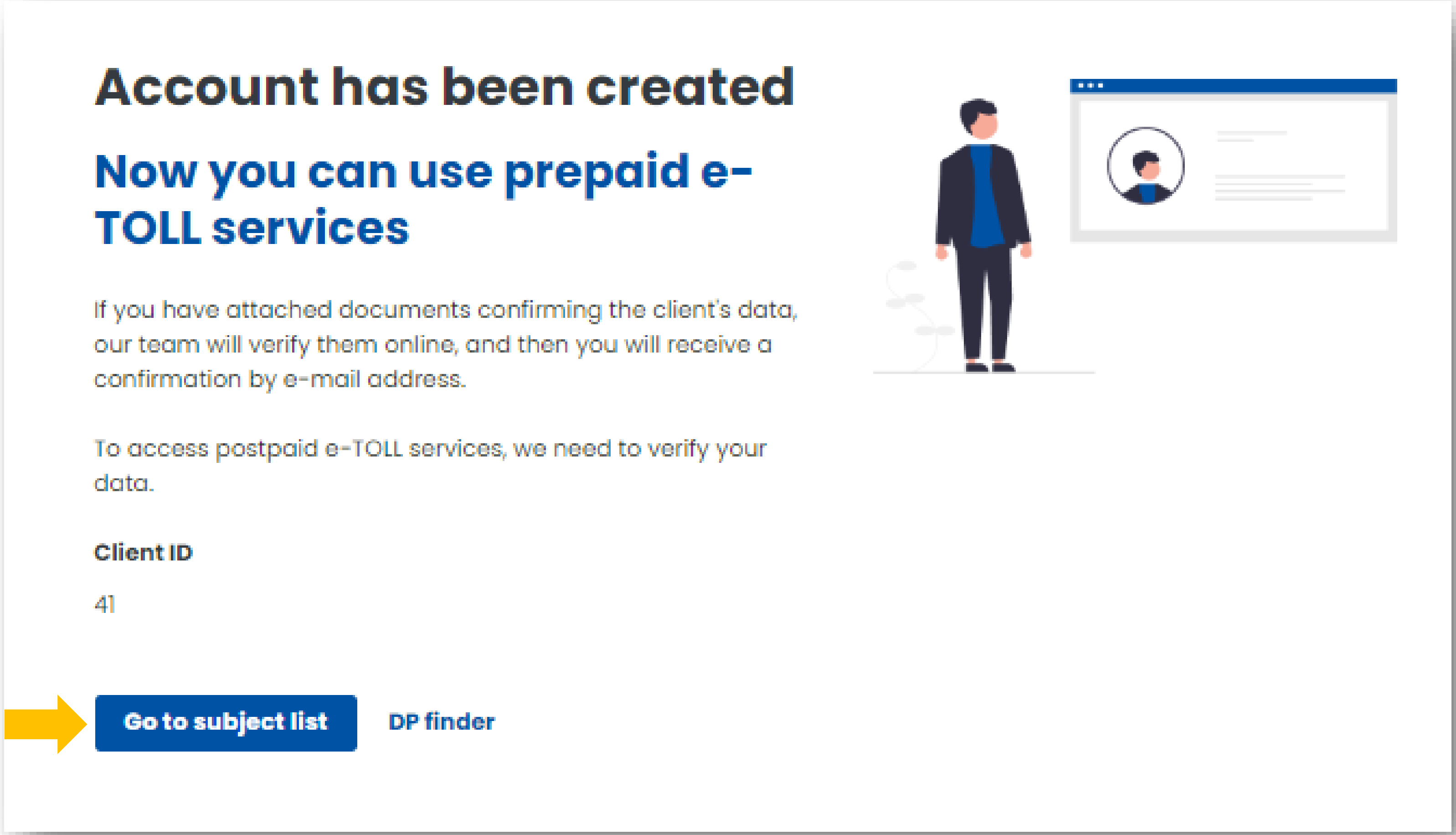


To activate your account, attach **additional documents** here and accept the required consents.
I want to present the documents at DP provides an alternative to attaching documents online during the registration process. When choosing this option, the user is required to present the relevant documents in person at a Customer Service Facility.



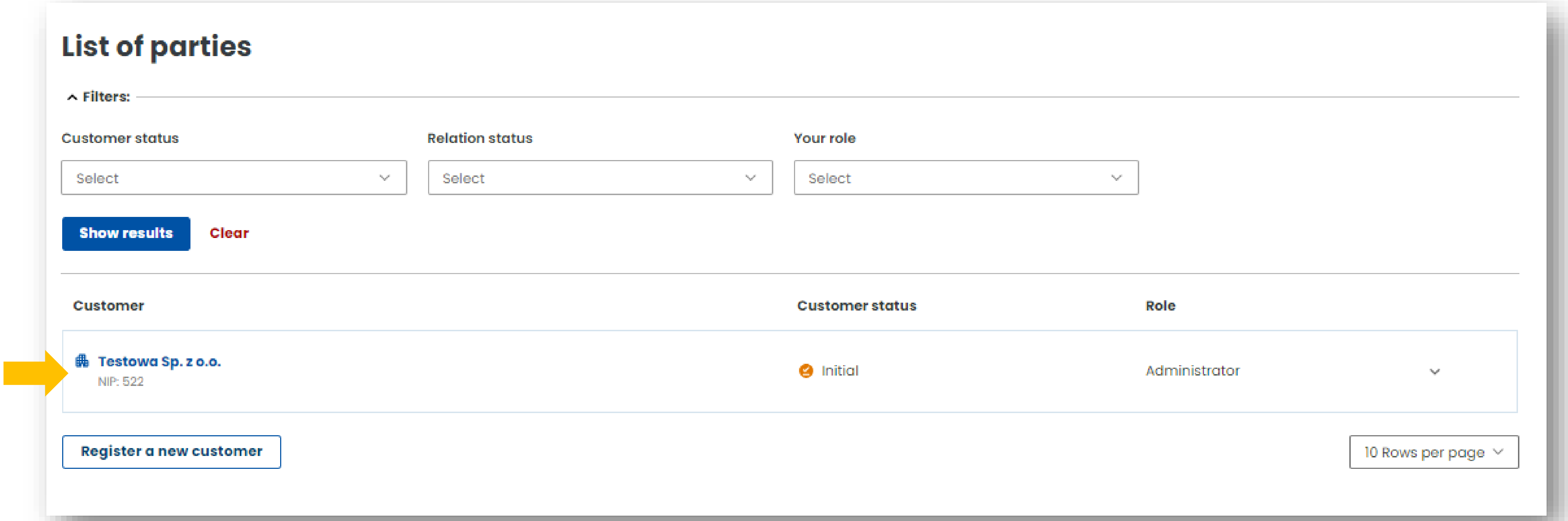


Once the entity account has been set up correctly, click *Go to subject list*.



6. Select a parties

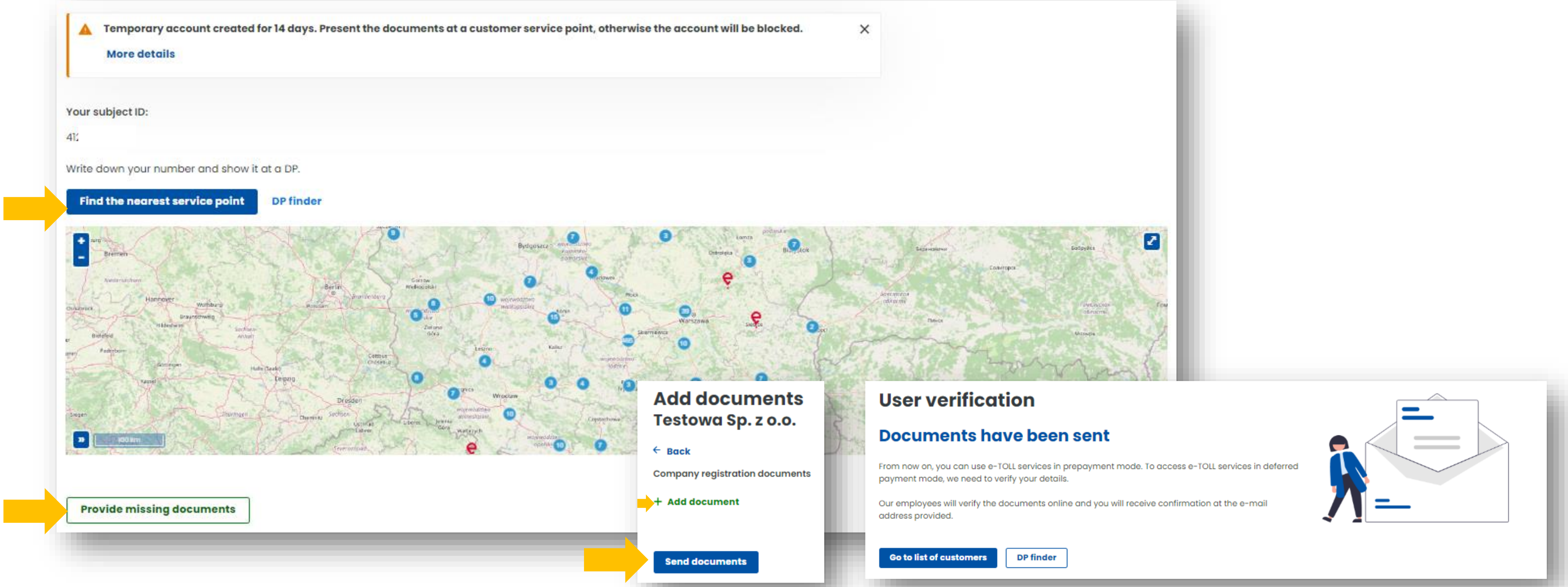
To continue the registration process, select a parties.



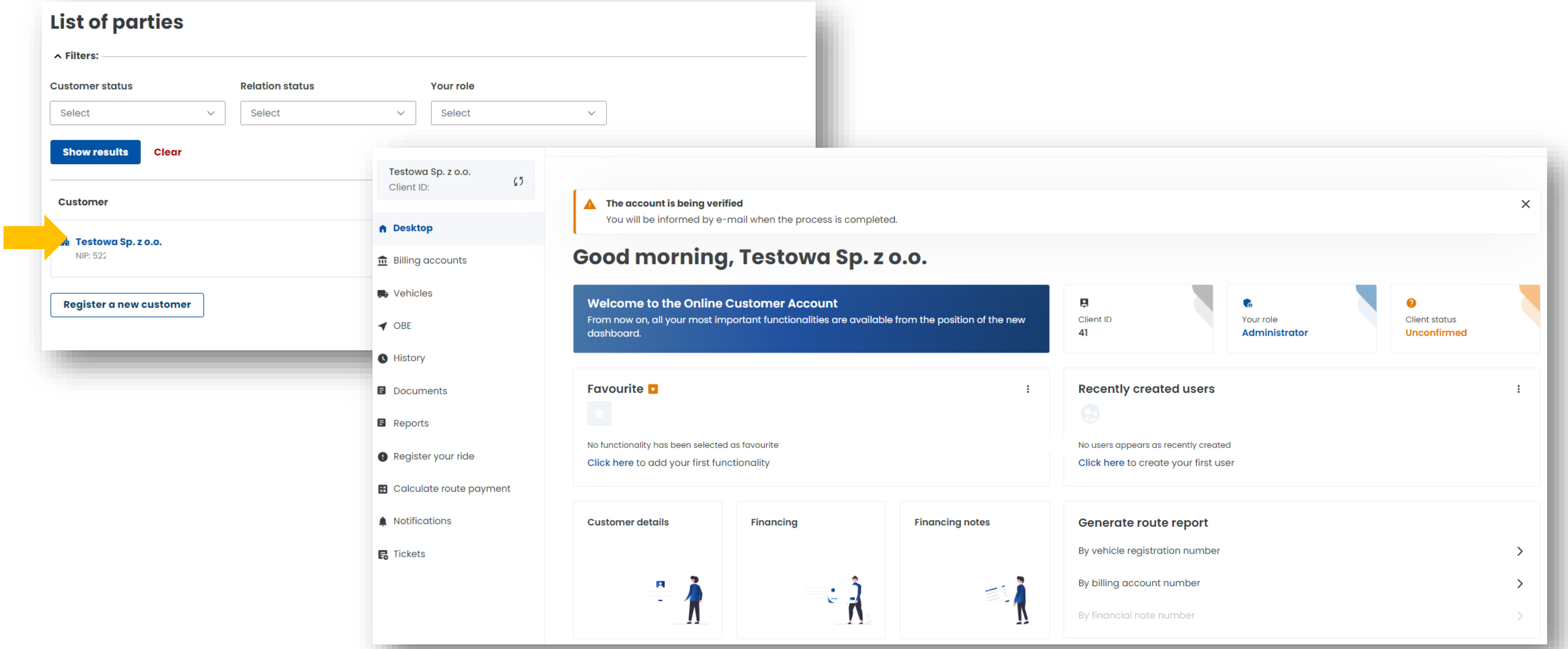
The account has been created for 14 days.
A message will appear stating that the documents need to be supplemented. You can do it:

- **in the Online Customer Account (OCA)**- select the *Send documents* field, attach and send them, then they will be verified by our employees,
- **at the Customer Service Facility (MOK) -** you undertake to deliver the documents to the nearest MOK (the MOK map will be displayed below, select *Find the nearest service point*).

Despite the information that the account is blocked after 14 days, it will not be blocked.

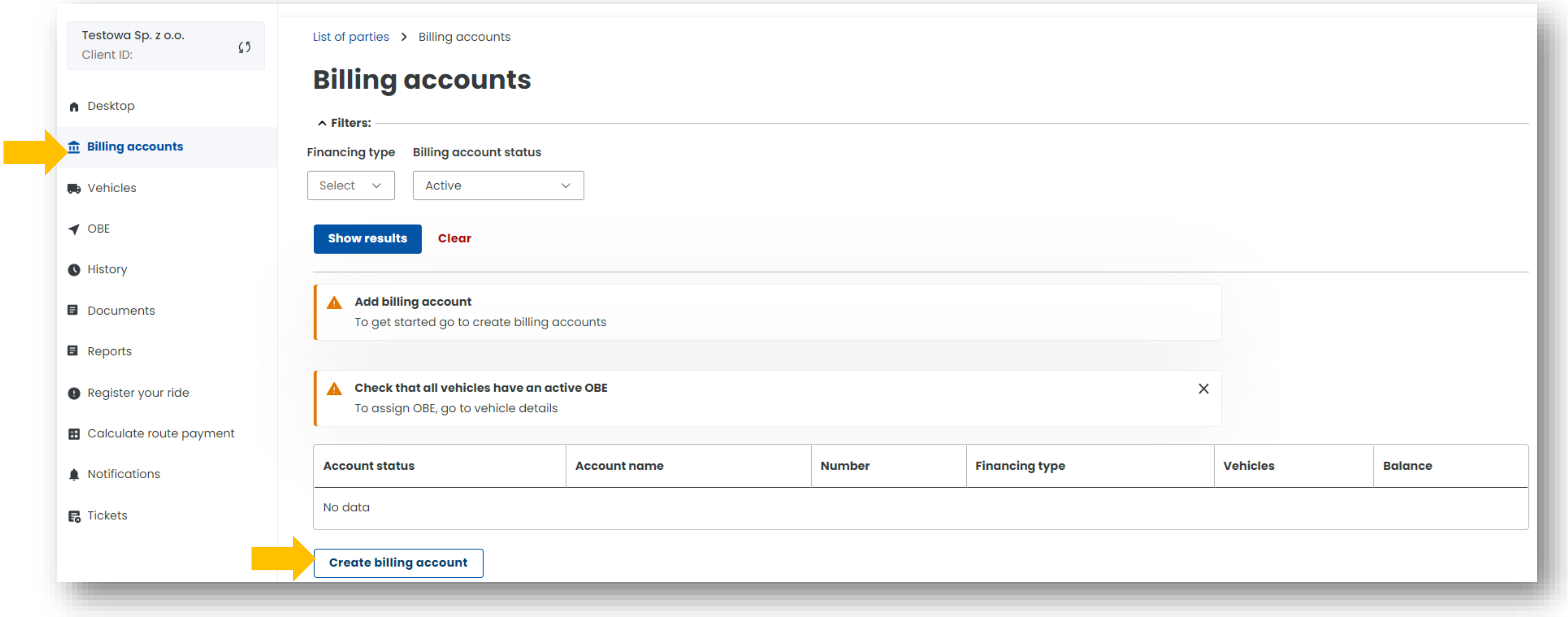


To continue the registration process, select a parties.

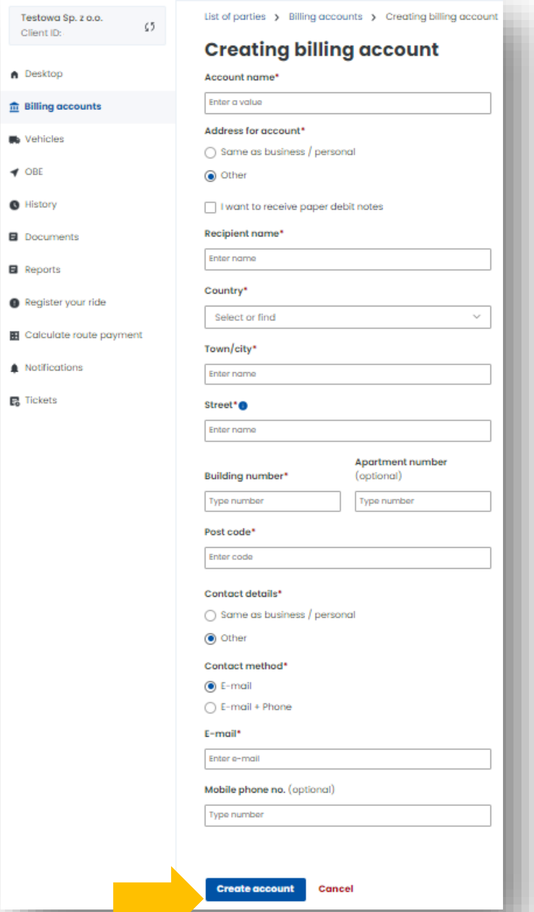


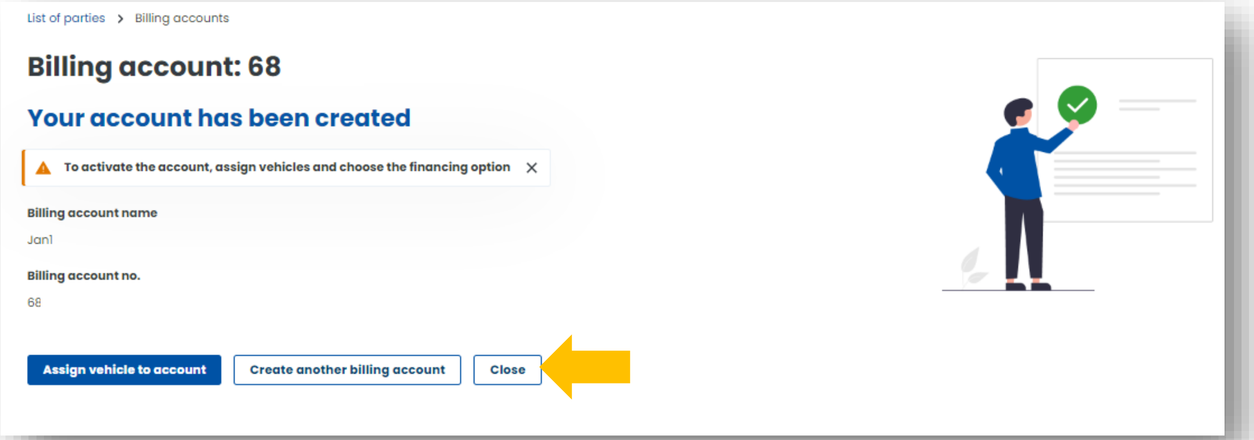
7. Create a billing account

1. Select the **Billing accounts** tab from the menu on the left. To create an account, select *Create billing account.*



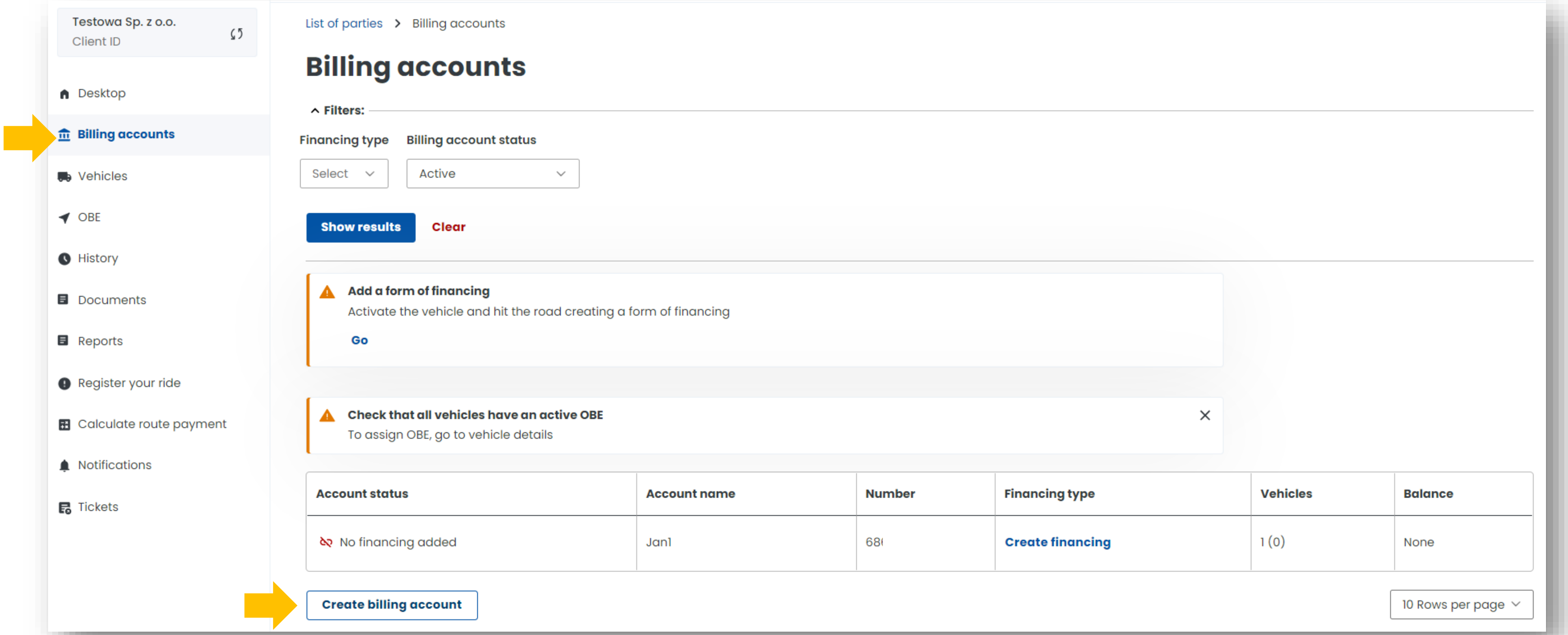
2. Fill in the required data and then click *Create account*. You will be informed that your account has been set up correctly, click *Close* to proceed.





8. Create financing

To create financing, go to the **Billing accounts** tab. In the previously created account, in the *Financing type* column, select *Create billing account*.



Of the three types of financing, choose the one that interests you.

List of parties > Financing

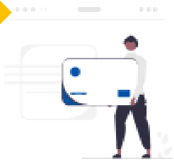
Financing creation

Step **1**/4

Financing type

Prepayment

Make a payment by card, BLIK or bank transfer.

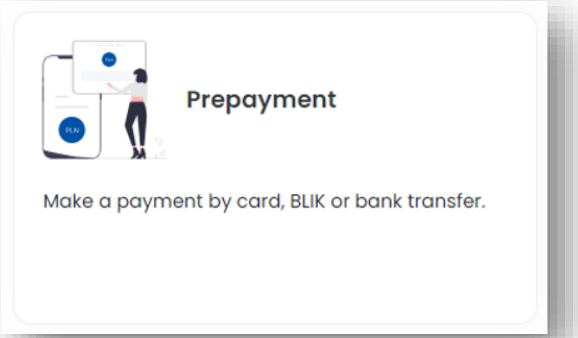


Fleet card

Select a fleet card provider and assign cards to vehicles.

Deferred payment

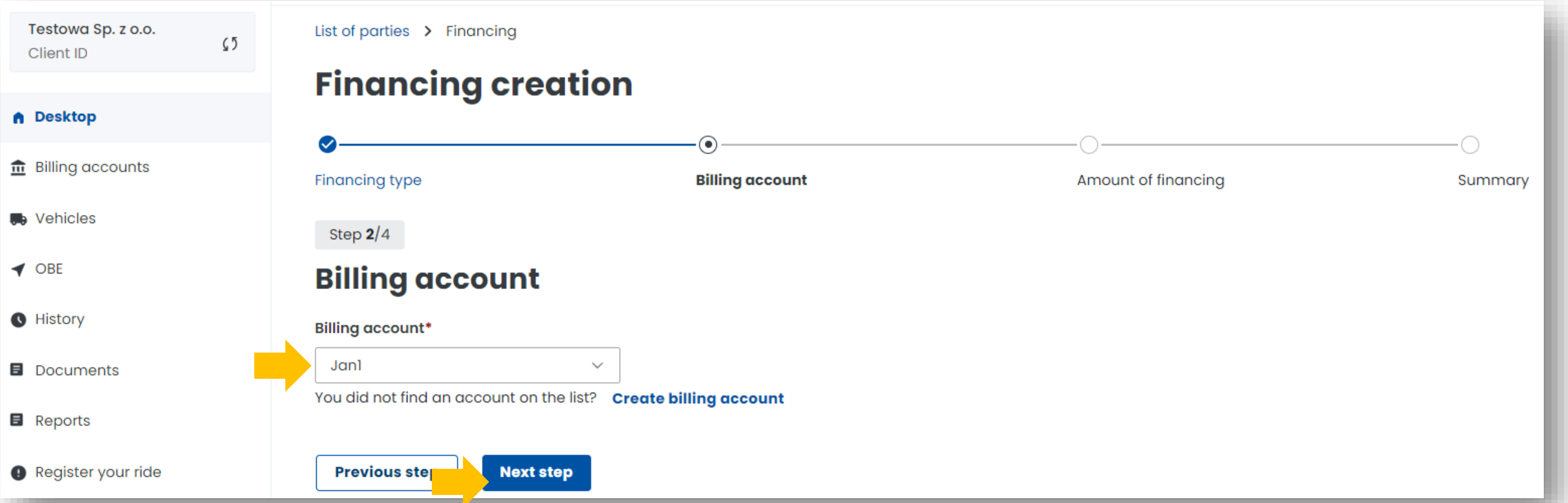
Make a payment by card, BLIK, bank transfer or create a guarantee by choosing one of the two available forms: bank guarantee, insurance guarantee.



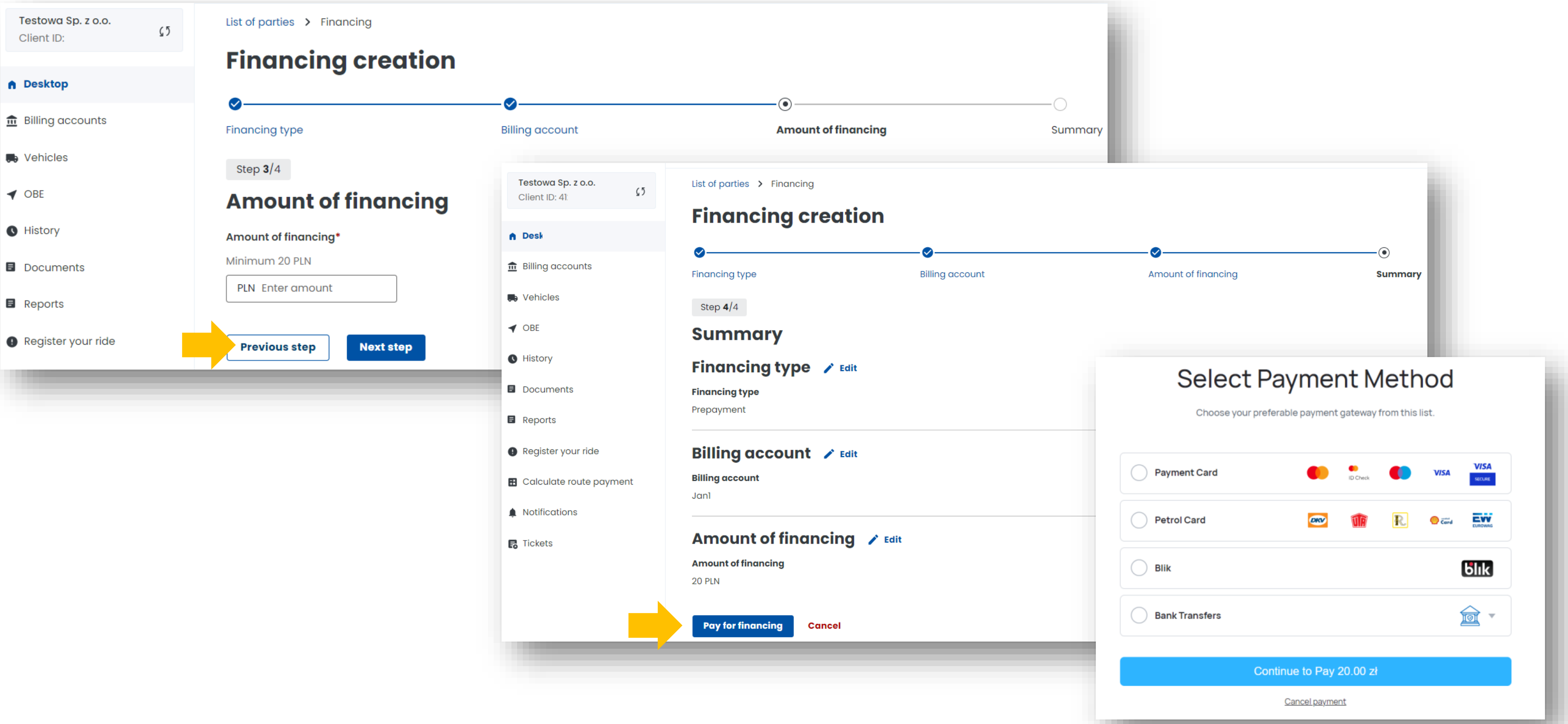
You have selected prepayment.

You can use your account in prepaid form by topping it up before you set off, so that the funds are available when you start your trip.

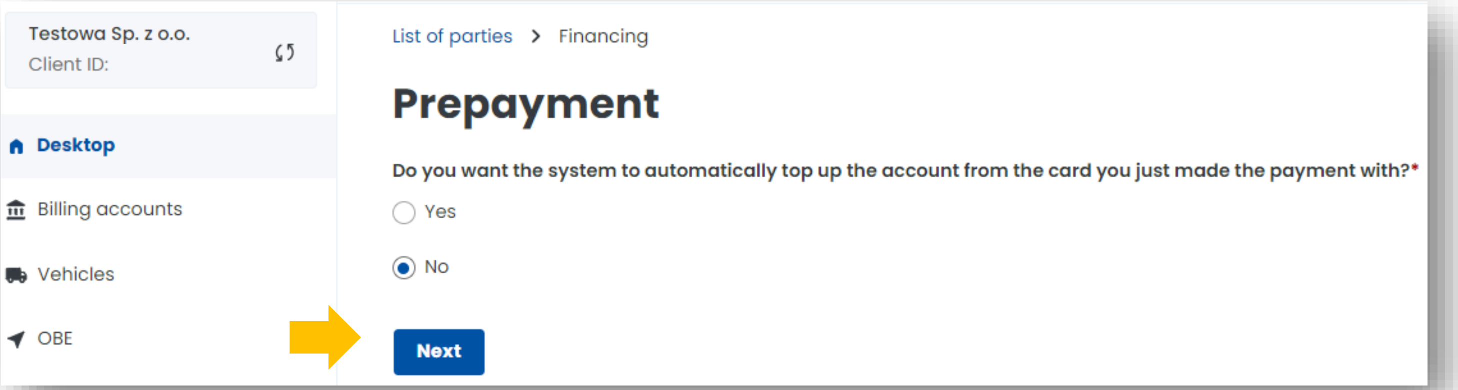
1. Select a billing account from the drop-down list. Click *Next step*.



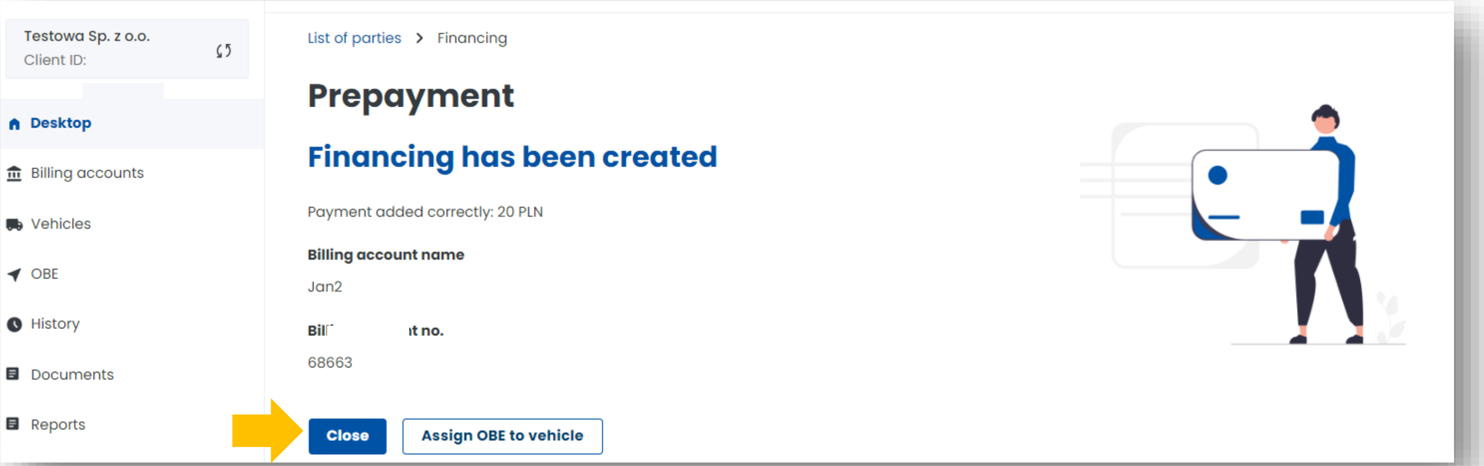
2. Select the amount and pay the financing. The minimum top-up is PLN 20.

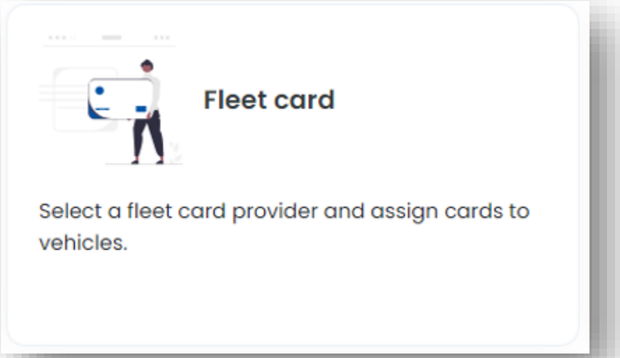


You have the option to select automatic top-ups, simply select *Yes*.



3. Once the process has been successfully completed, a message will appear stating that the financing has been created. Once the financing has been created, select *Close*.

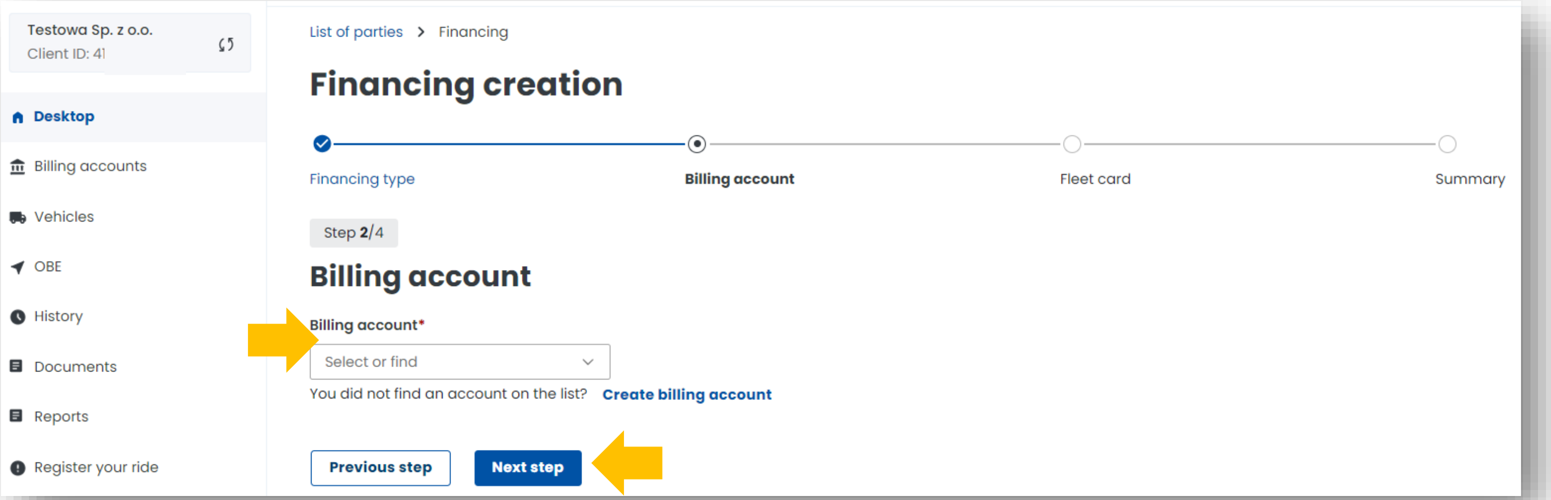




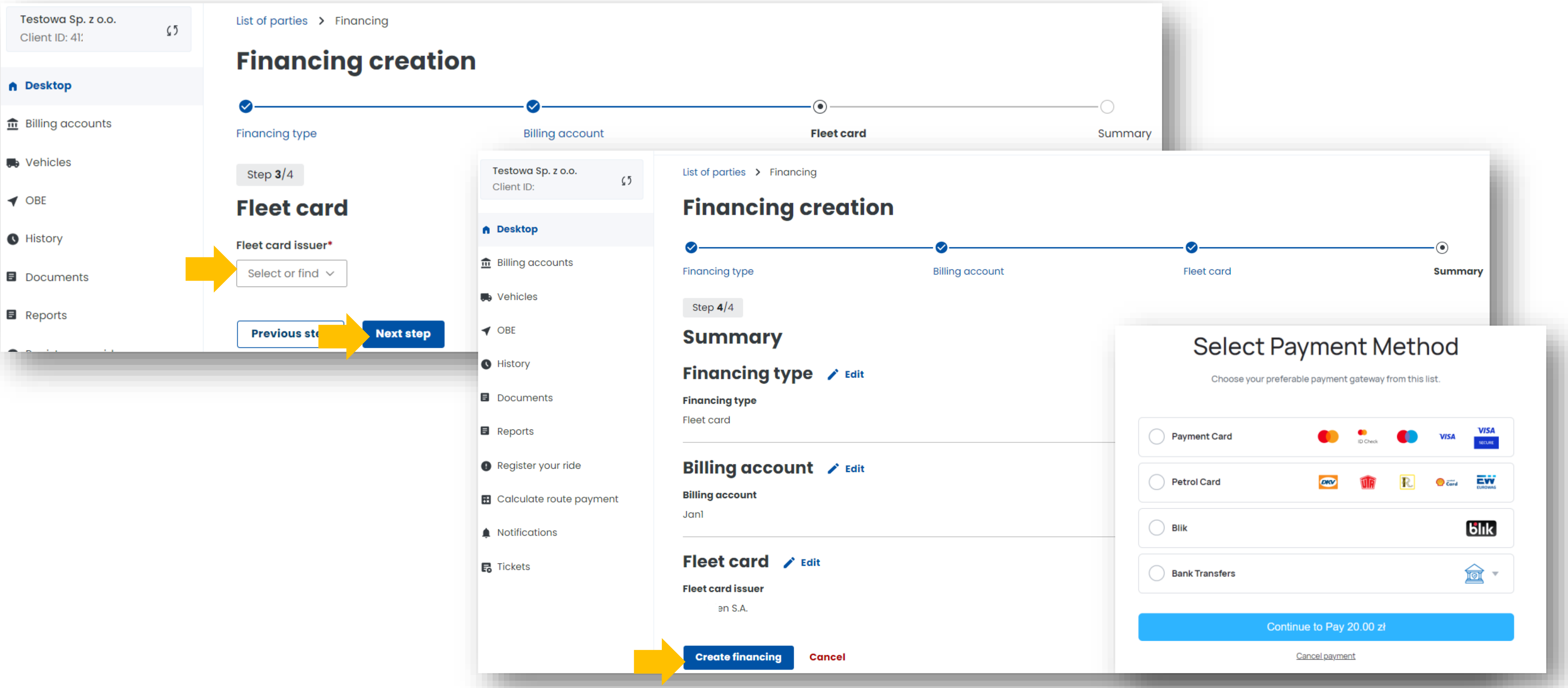
You have selected a fleet card.

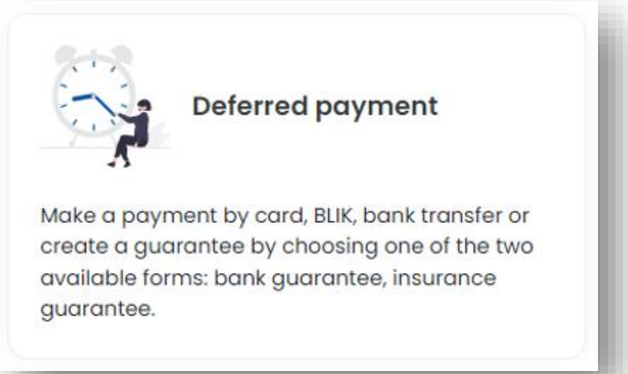
In the e-TOLL system, you will use your fleet card to settle tolls on toll expressways and national roads. You can assign a fleet card number to a billing account in a periodic payment mode with security (postpaid) in your Online Customer Account (OCA).

1. Select a billing account from the drop-down list. Click *Next step*.



2. Select a fleet card issuer from the drop-down list. Click *Next step*.
3. Once the process has been successfully completed, a message will appear stating that the financing has been created. Then select *Create financing*.

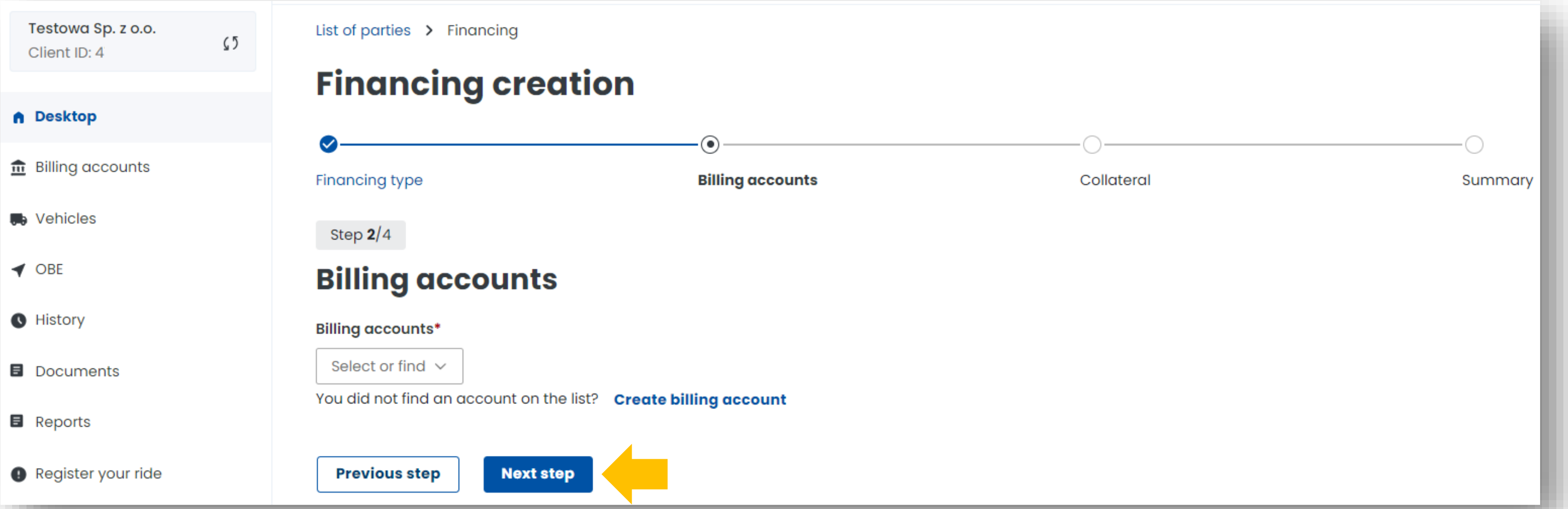




You have selected a deferred payment.

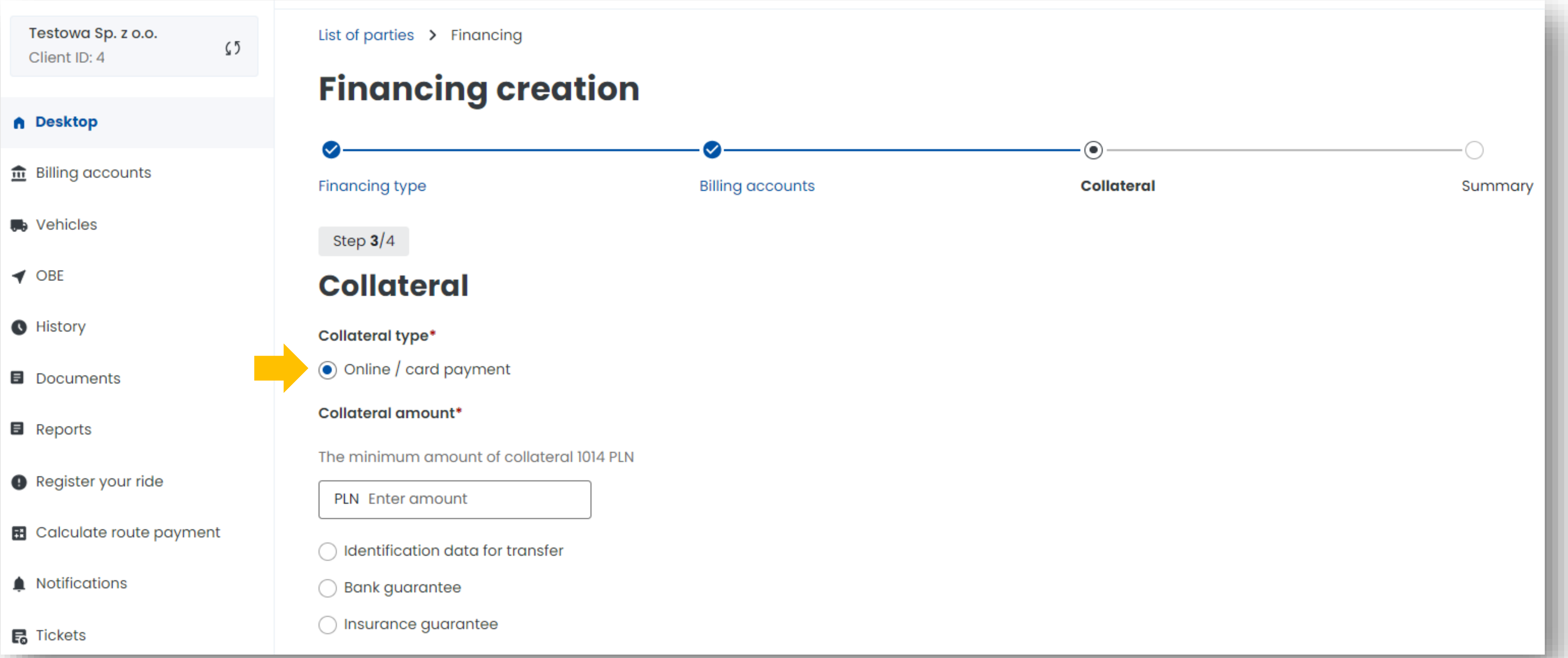
Please note that with this form of biling, a collateral or bank or insurance guarantee must be set up in order to use the toll road network.

1. Select a billing account from the drop-down list. Click *Next step*.

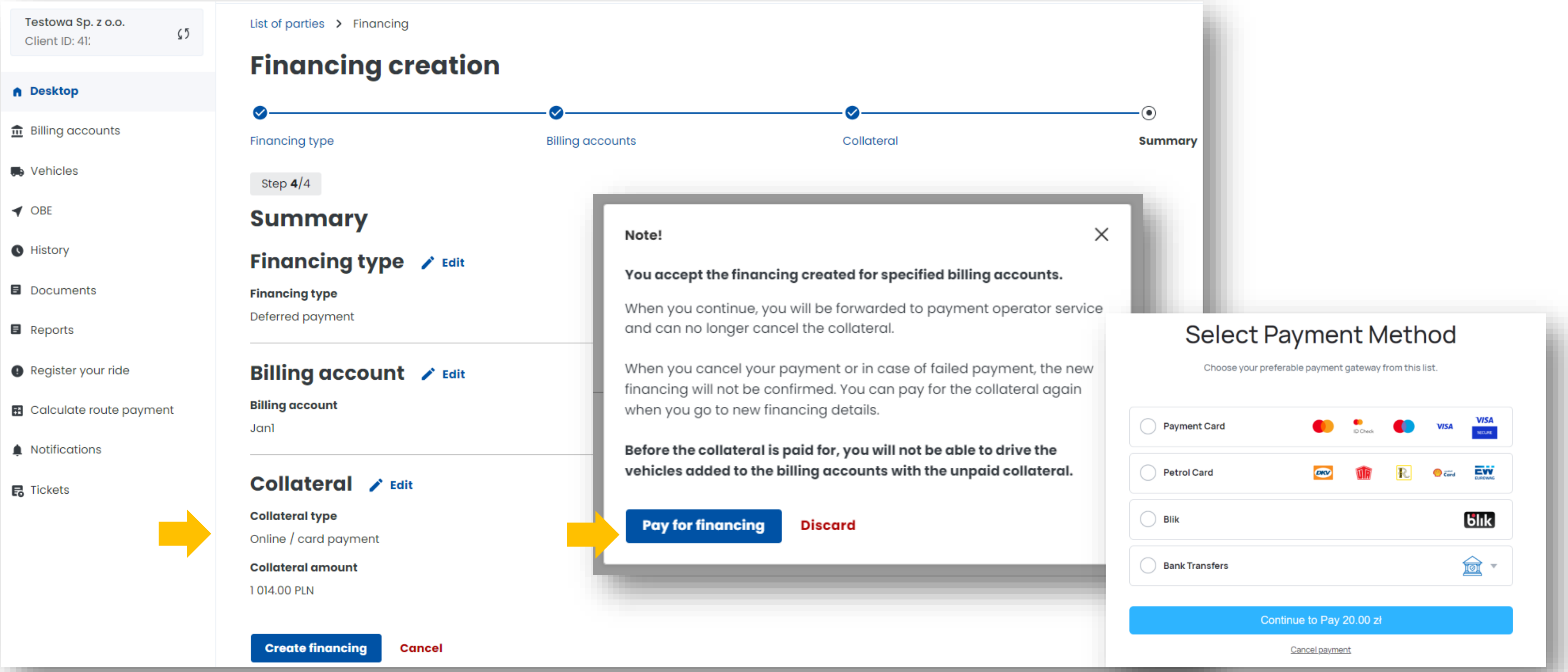


2. You can make payment for the collateral:

- in the form of a bank transfer to the bank account number indicated during registration for e-TOLL, dedicated to the payment of the collateral,
- using a payment card (excluding fleet card) and BLIK or PayByLink mobile payment.

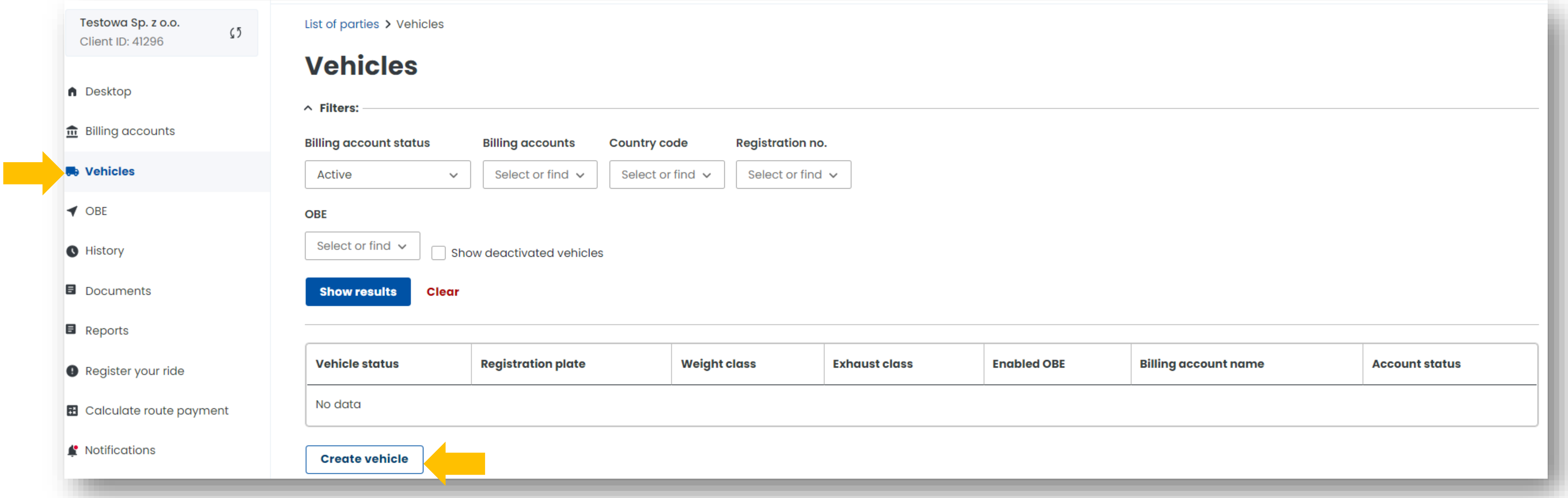


3. Once the process has been successfully completed, a message will appear stating that the financing has been created. Then select *Close*.

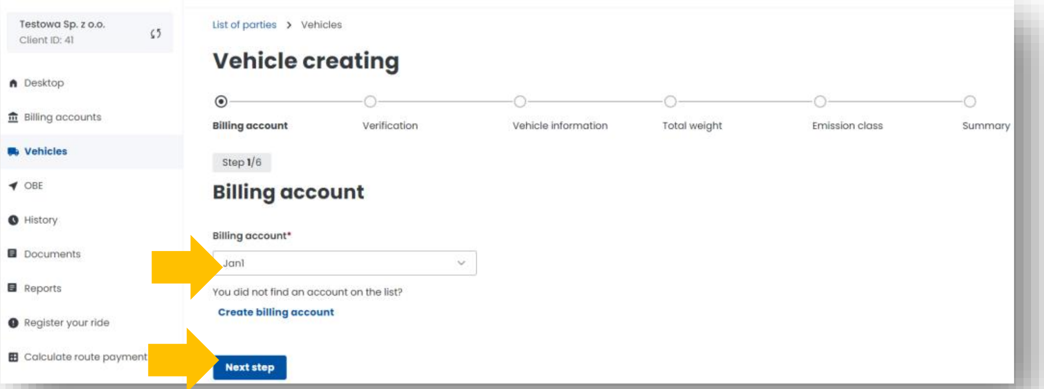


9. Add a vehicle and assign it to the billing account.

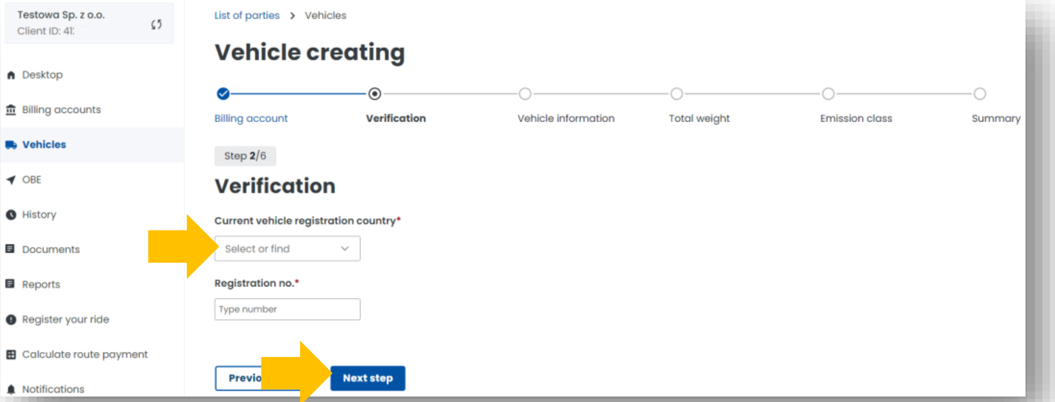
Select **Vehicles** tab to assign a vehicle to the billing account, click *Create vehicle*.



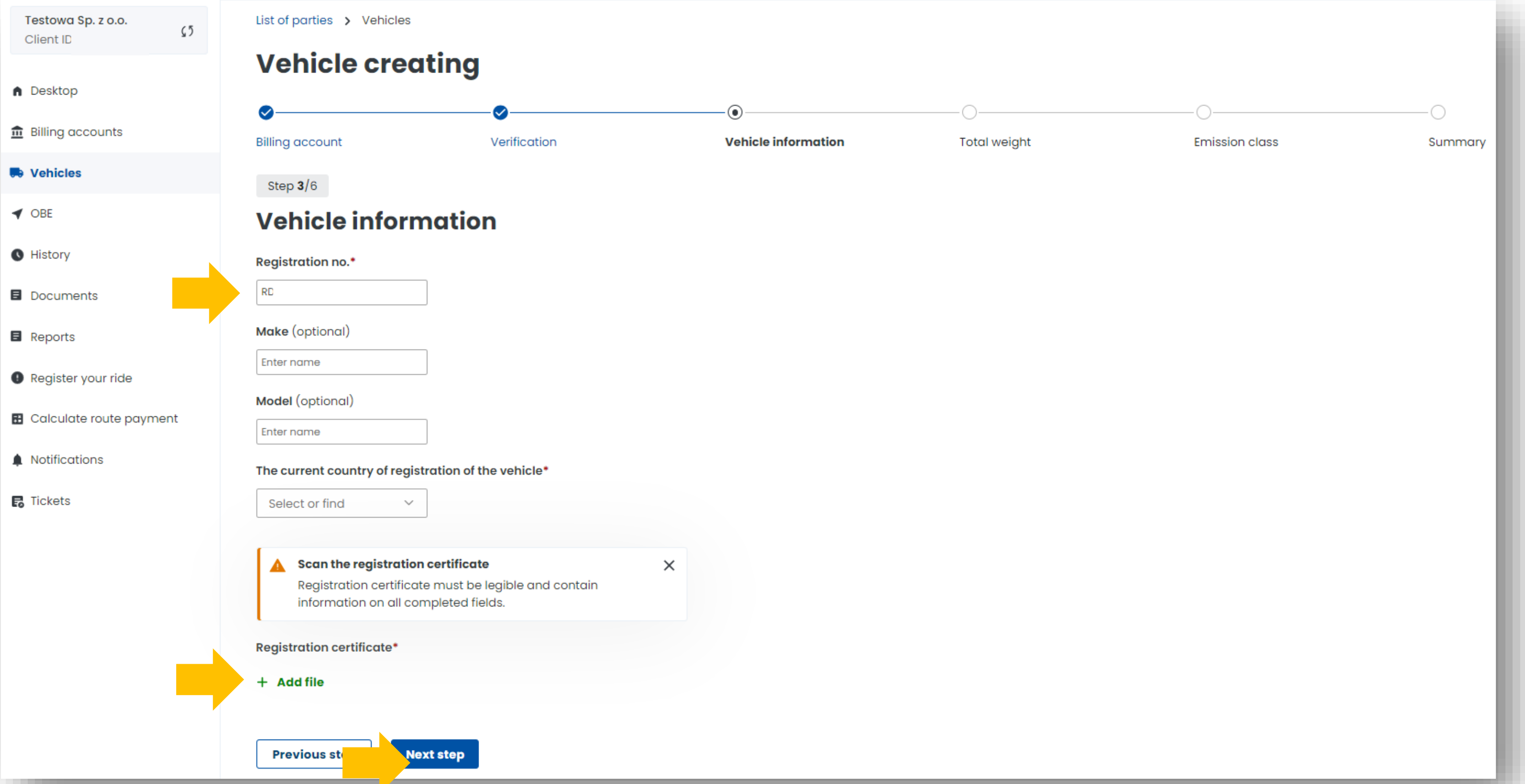
1. Connect the vehicle to the billing account you have just created. Click *Next step*.



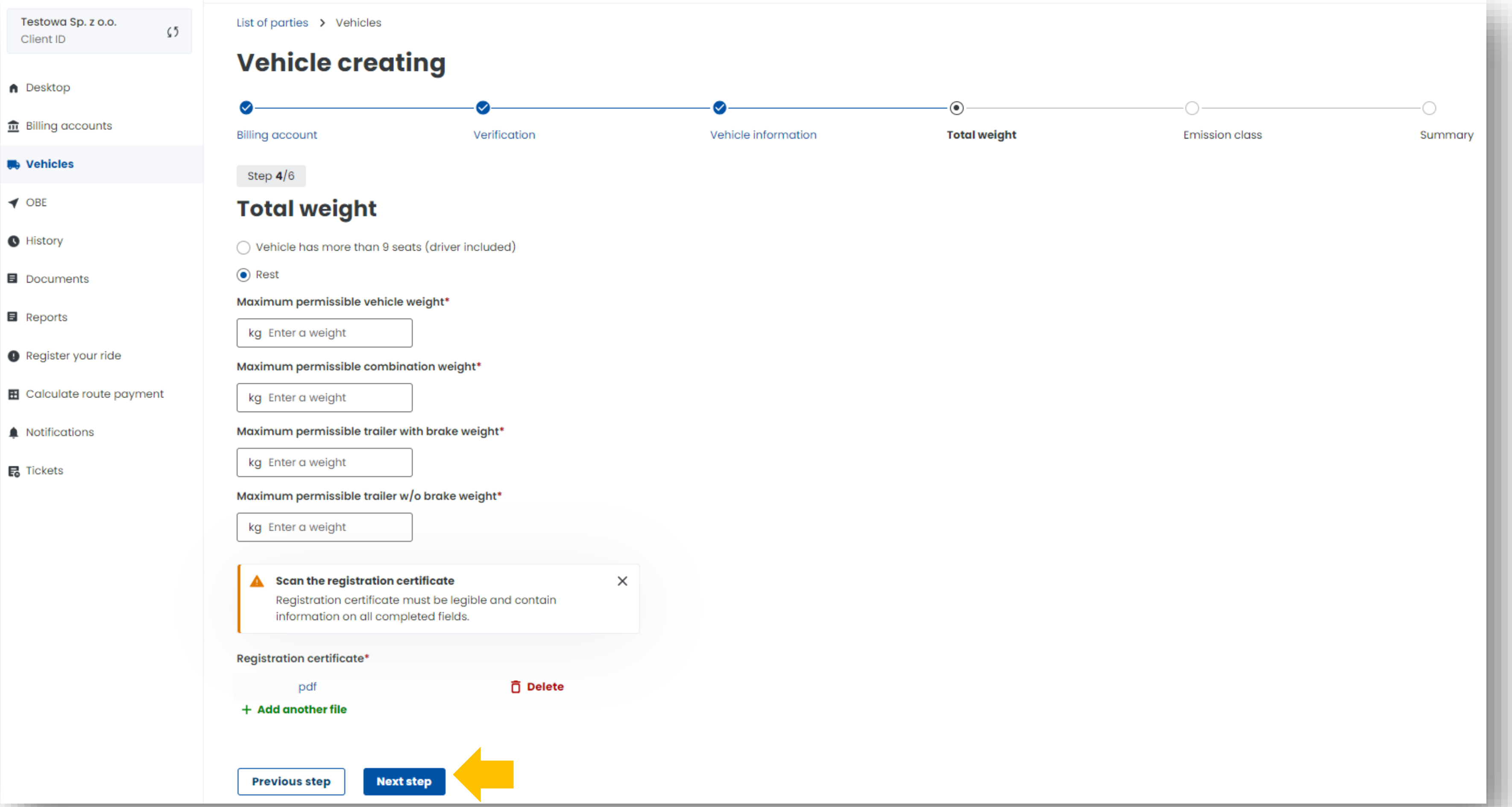
2. Enter the country of registration of the vehicle and its registration number. Click *Next step*.



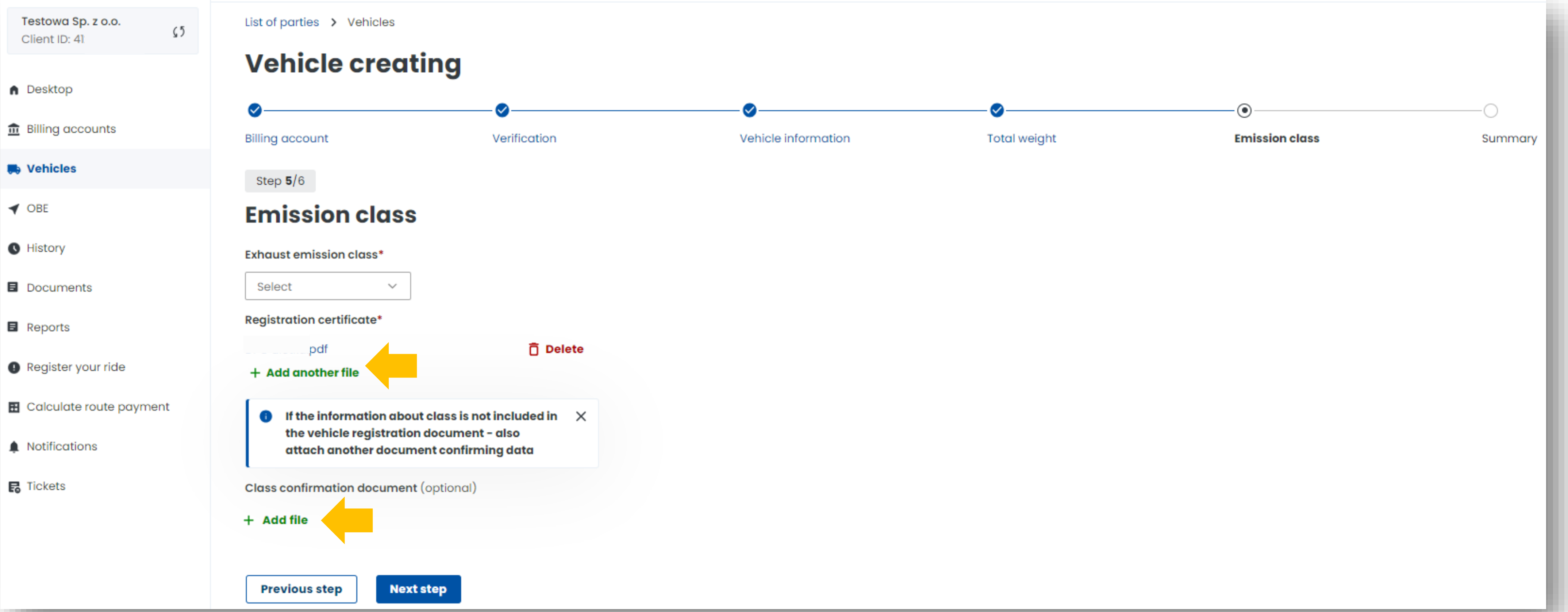
3. Fill in the vehicle information. Once you have entered the registration number, the remaining fields will be completed automatically. (if the vehicle data have not been downloaded from the CEPiK Central Register of Vehicles and Drivers, enter them manually).
Add a scan of the registration certificate in PDF. Attachment is required. Click *Next step*.



4. Fill in the data from the registration certificate concerning the total weight of the vehicle. Click *Next step*.

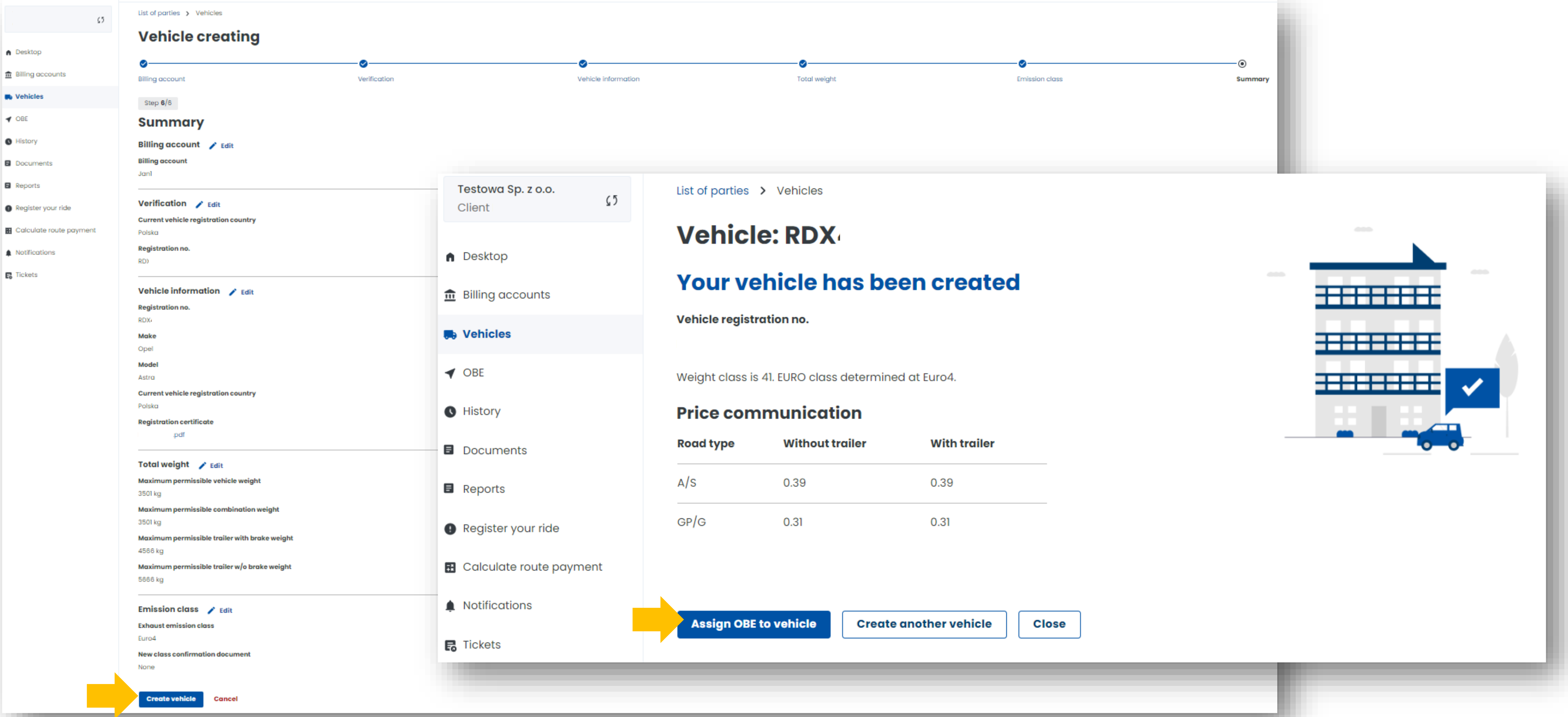


5. Fill in the details from the registration certificate regarding the emission class and add a scan of the Euro class document (not required). Click *Next step*.



6. Summary and creation of the vehicle.

In the summary, the previously entered data will be displayed, to continue click *Create vehicle*.
You will then see that the vehicle has been added correctly. In the next step, select *Assign OBE to vehicle*.

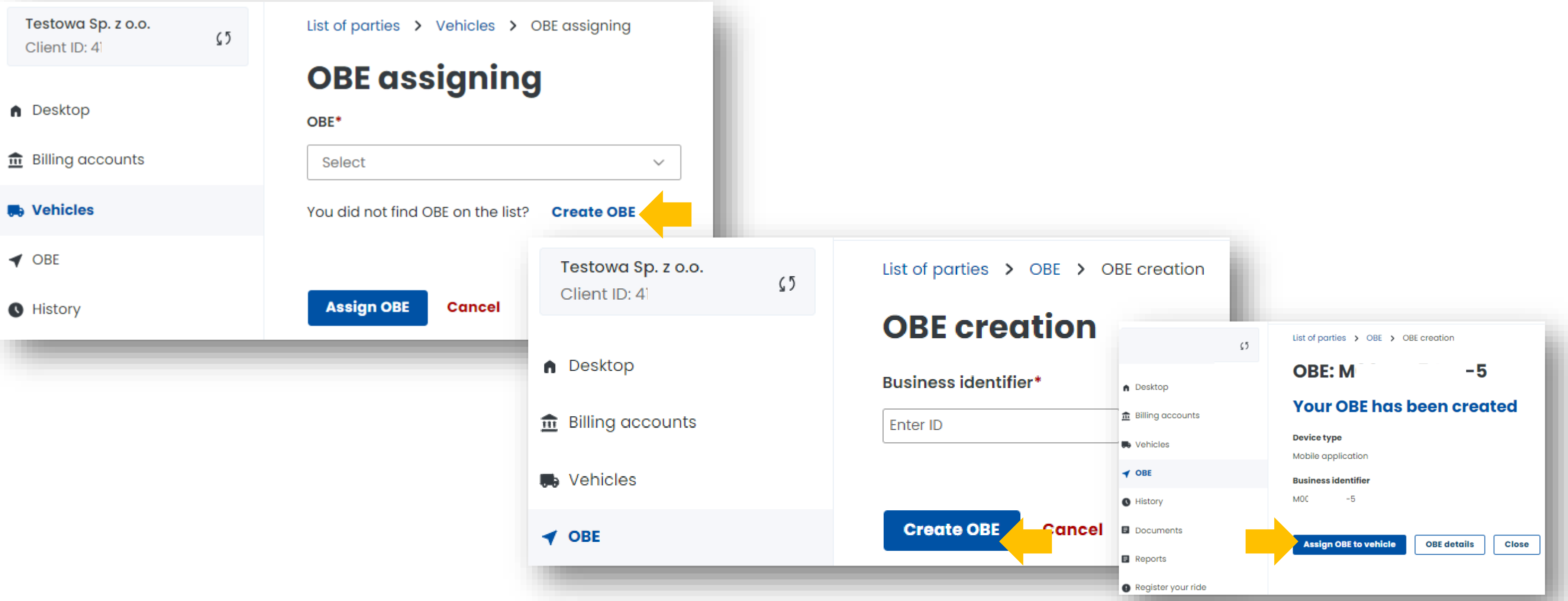


10. Add a location device

1. Once you have created the financing, you will be redirected to the **Vehicles** tab, select *Create OBE*.

2. Then enter the device's unique *Business ID*. Click *Create OBE*.

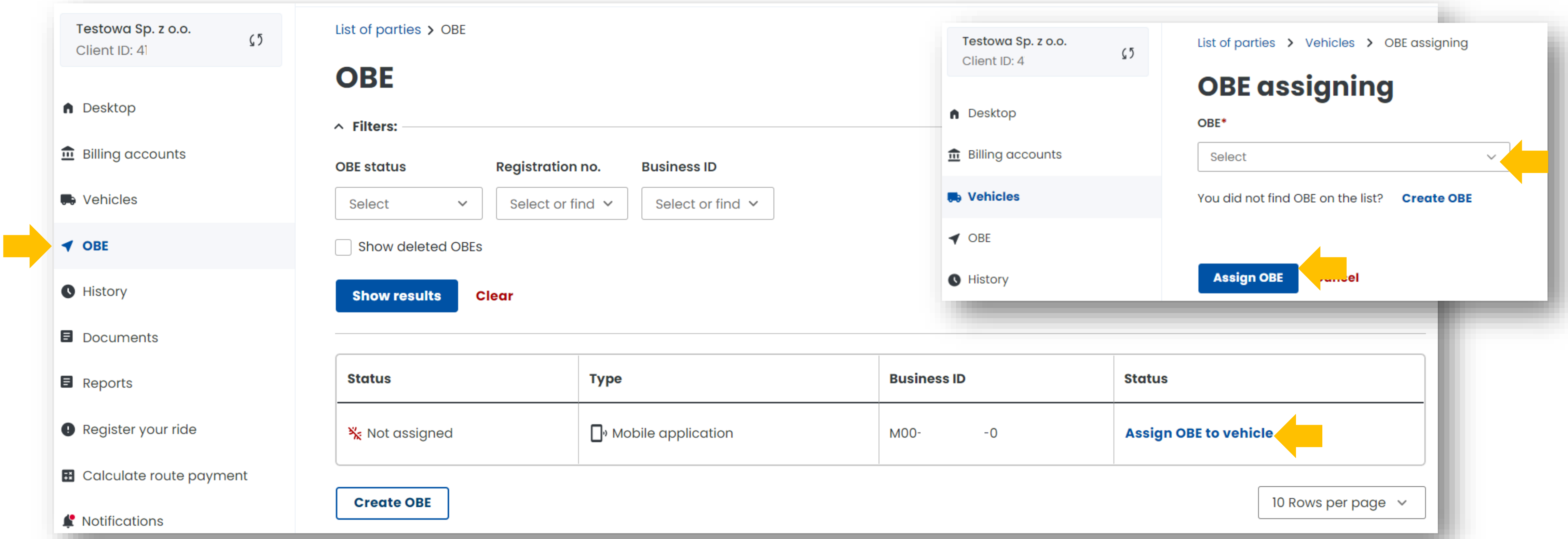
3. You will be notified of the completion of the process with a message. Click *Assign OBE to vehicle*



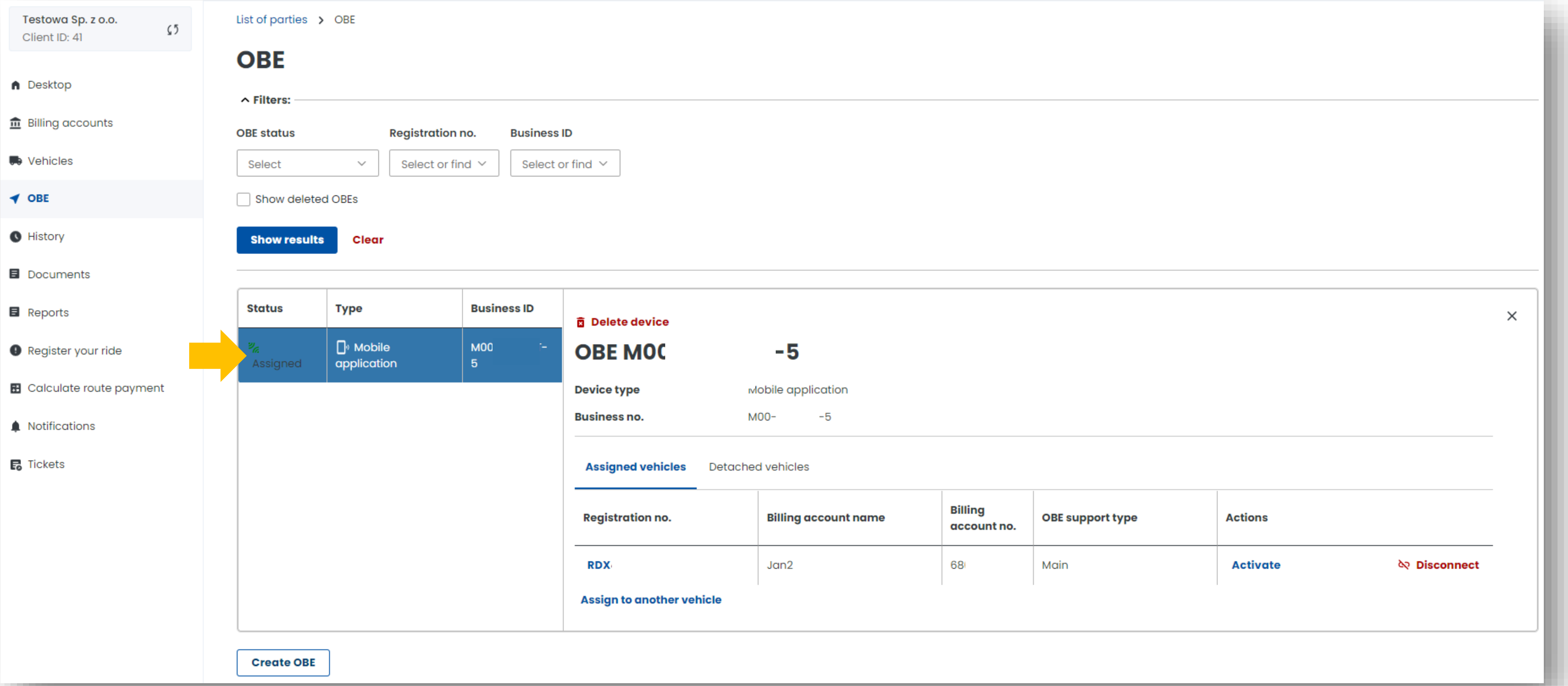
11. Assign the location device to a vehicle

1. Go to the *OBE* tab to assign an OBE. Select *Assing OBE to vehicle*.

Then select the vehicle to which you want to assign your location device from the **Vehicles** drop-down list and click *Assign OBE*.

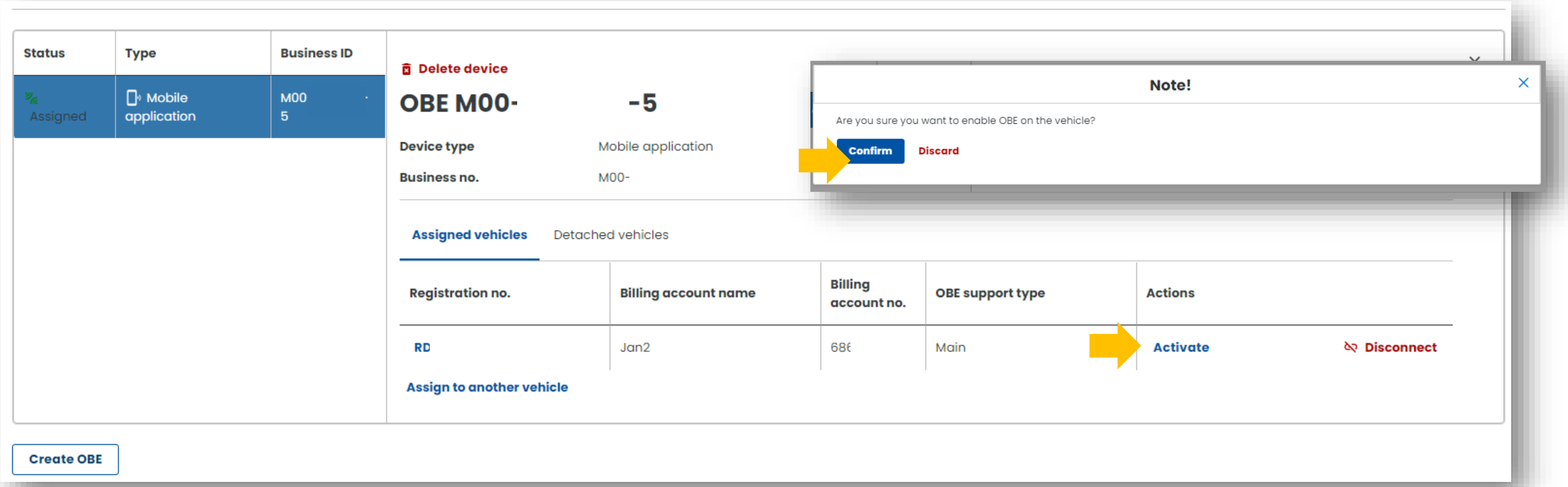


2. Once the OBE has been successfully assigned to a vehicle, a screen will be displayed with the current status shown in the **Status**: *Assigned* column.



12. Activate the OBE in the OCA

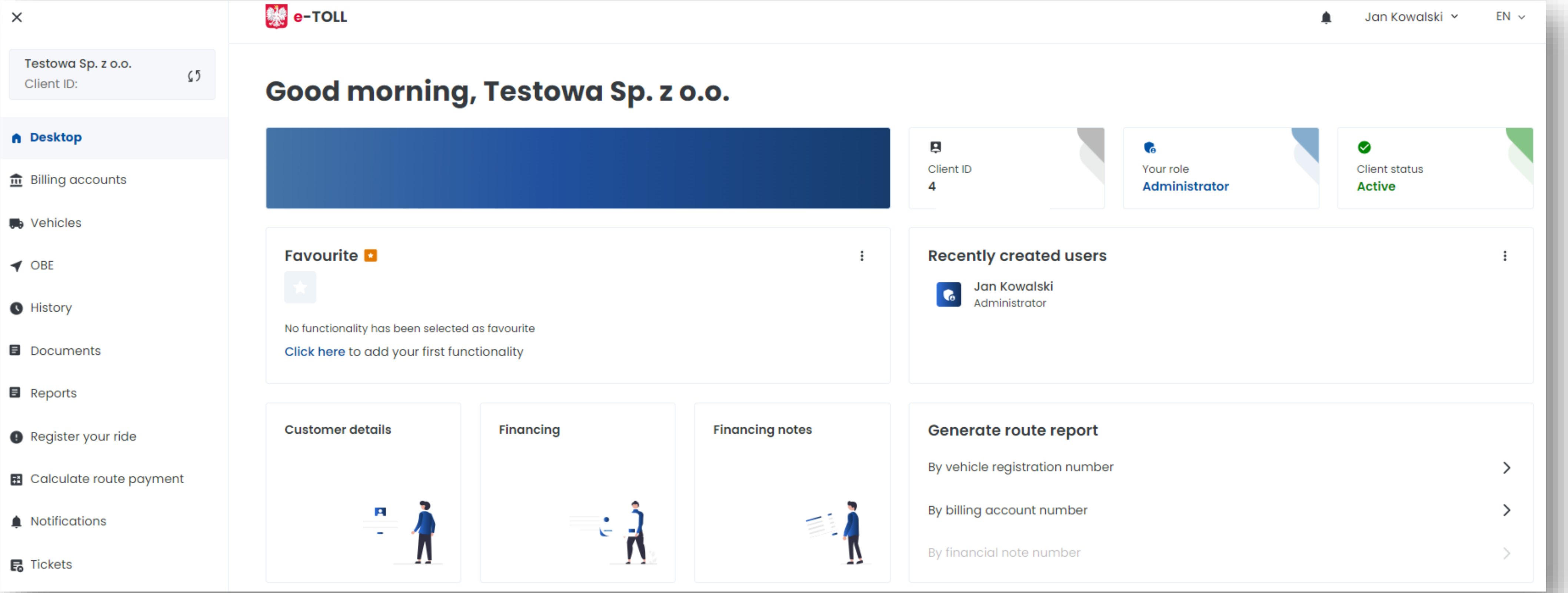
To activate the OBE, select the *Activate* link in the **Actions** column and confirm your selection in the message that appears by clicking the *Confirm* button.



Congratulations!

You have just completed all the steps for registering for e-TOLL.

If you successfully complete the OCA account registration process, all fields below should be completed. Please wait while we verify your account. You will be informed of the completion of the process by email.



You can find more information about the Online Customer Account at etoll.gov.pl.