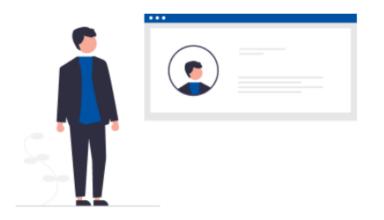
# Online Customer Account (OCA)

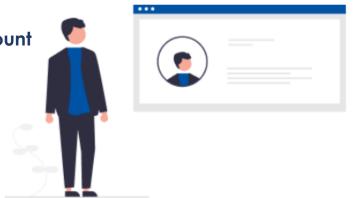
# Creating an account company





# 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

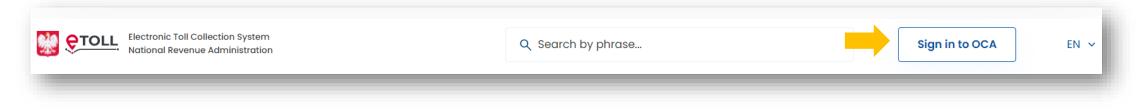






# 1. Go to etoll.gov.pl

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)

hoose your authentication method:	
Login.gov.pl	Login and password
trusted profile, mObywatel application, e-ID or electronic banking	Additional login method
Most often chosen method of login to services of public administration.	Login option directed to those who are not able to use login.gov.pl or mObywatel app.
Select	Select

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

Login and password	
Enter the data to confirm your identity.	
← Back	
Login*	
Enter login	
Password*	
Enter password	0
Forgot your password?	
Log in Clear	

LOGGING IN IS POSSIDIE IN FOIIST AND LIGHST.



# 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.

Register	Register		
Enter your details.	Enter the code from the message provided ar	nd set the password.	
← Back	← Back		
Nationality*	The verification code has been res	sent. Remaining number of attempts: 3	
Choose ~	Verification code*		
E-mail*	Enter received one-time code		
Enter in the format xxx@xxx.xx ② Entered e-mail address will be your login	Resend verification code		
First name*	Password* ①		Consents
Enter your first name	Enter password	e-Toll registrant data	
Last name*	Confirm password*	First name	Back     Jagree to receive information materials via the preferred
Enter your last name	Confirm password	🔒 Jan	I agree to receive information materials, via the preferred communication channel, i.e. e-mail to the indicated e-mail address and/or via SMS to the indicated telephone number, provided within the framework of the e-TOLL system entity data
Identity document type*	Sign up	Surname	
Choose ~		a Kowalski	*I confirm that I have read the Information Clause of the Head of the National Tax Administration regarding the principles of data processing in the e-TOLL system.
Identity document number*		PESEL	The clause is available at the following link: <b>Clause of the Head of</b>
Enter number		6 0511	the National Tax Administration
		Next	Approved
Next		·	

# 4. Specify the type of entity to be registered

Select I register a company.

Who is	s paying the toll?	
← Back		
	l register a company	
	l register as a private person	



# 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*.

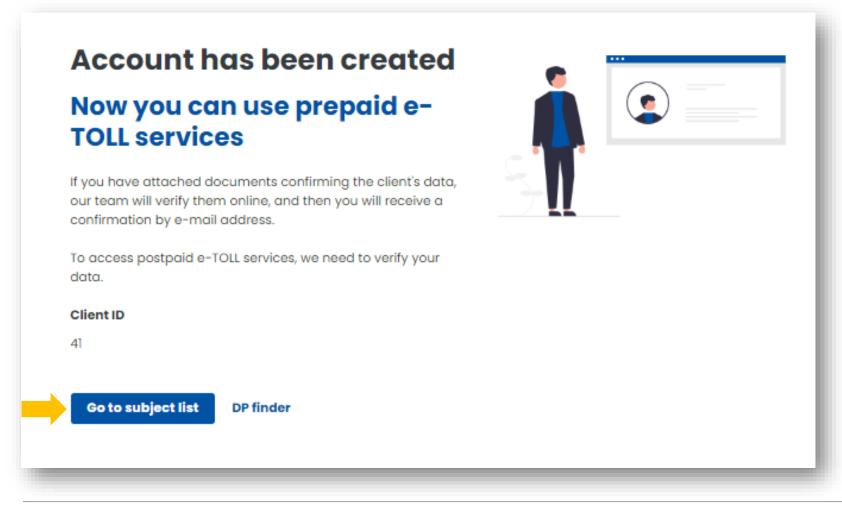
Back			
First name			
Surname			
A Kowalski			
PESEL	1		
05			
-	1		
Company details		Enter name	
Company registration location*		Street* ()	
Polska ~		Enter name	
IIP (tax identification number)*		Building no.*	Apartment no. (optional)
Enter number		Enter number	Enter number
Download data	ן ווו	Post code*	
ompany name*		Enter code	1
Enter name			
egal status*		Contact method*	
Select v	1	C E-mail + Phone	
Region (voivodeship) (optional)		E-mail*	
Enter name		Enter e-mail	
County (poviat) (optional)			
Enter name		Phone number (optional)	
Commune (municipality) (optional)		Enter number	
Enter name			
Town/city*		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.

<b>Documents</b> ← Back	
Potrzebujemy więcej informacji, aby móc aktywować konto.     Dodaj dodatkowe dokumenty lub okaż je w jednym z naszych punktów.	
First name, surname	
PESEL 05'	
Company name Testawa Sp. z o.o.	
NIP (tax identification number)	Consents
List of authorizations         + Add authorization         ① Download the power of attorney template	← Back
Next I want to present the documents at DP	<ul> <li>I agree to receive information materials, via the preferred communication channel, i.e. e-mail to the indicated e-mail address and/or via SMS to the indicated telephone number, provided within the framework of the e-TOLL system entity data</li> </ul>



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



Krajowa Administracja

# 6. Select a parties

To continue the registration process, select a parties.

ist of parties				
ustomer status	Relation status	Your role		
Select ~	Select ~	Select ~		
Show results Clear Customer		Customer status	Role	
Testowa Sp. z o.o.     NIP: 522		🙁 Initial	Administrator	~
Register a new customer				10 Rows per page 🗸



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.

Temporary account created for 14 days. Present the documents at a customer service point, othe More details	erwise the account will be blocked.	)	< Compared and the second s
Your subject ID: 41: Write down your number and show it at a DP. Find the nearest service point DP finder			
Reference Refere	Rea Degree Degree Degre		Exercises Contract Contr
Tream Server Serve	Add documents Testowa Sp. z o.o. ← Back	and in	User verification Documents have been sent
Provide missing documents	Company registration documents	L	From now on, you can use e-TOLL services in prepayment mode. To access e-TOLL services in deferred payment mode, we need to verify your details. Our employees will verify the documents online and you will receive confirmation at the e-mail address provided.
	Send documents	ľ	Co to list of customers DP finder

To continue the registration process, select a parties.

ustomer status Relation status	Your role						
Select ~ Select	∽ Select	~	_				
Show results Clear							
	Testowa Sp. z o.o. Client ID:						
ustomer		The account is being veri You will be informed by e-	fied mail when the process is completed				
Testowa Sp. z o.o.	n Desktop						
NIP: 522	f Billing accounts	Good morning	, Testowa Sp. z o	0.0.			
Register a new customer		Welcome to the Online Customer Account			ė		0
	✓ OBE	From now on, all your most im dashboard.	portant functionalities are available	from the position of the new	Client ID 41	Your role Administrator	Client status Unconfirmed
	• History						
	Documents	Favourite 💌		:	Recently created user	S	
	Reports						
	Register your ride	No functionality has been selected Click here to add your first fun			No users appears as recently cre Click here to create your firs		
	Calculate route payment						
	A Notifications	Customer details	Financing	Financing notes	Generate route report		
	Tickets				By vehicle registration numb	er	
		н 👗	• 1		By billing account number		
		- 7			By financial note number		



# 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.

	Billing account	ts				
Desktop	∧ Filters:					
lilling accounts	Financing type Billing account s	status				
/ehicles	Select ~ Active	~				
DBE	Show results Clear					
listory						
ocuments	Add billing account To get started go to create	Add billing account To get started go to create billing accounts				
eports						
egister your ride	Check that all vehicles have an active OBE     To assign OBE, go to vehicle details					
Calculate route payment						
lotifications	Account status	Account name	Number	Financing type	Vehicles	Balance
ickets	No data					
	Create billing account					

Ministerstwo Finansów 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.

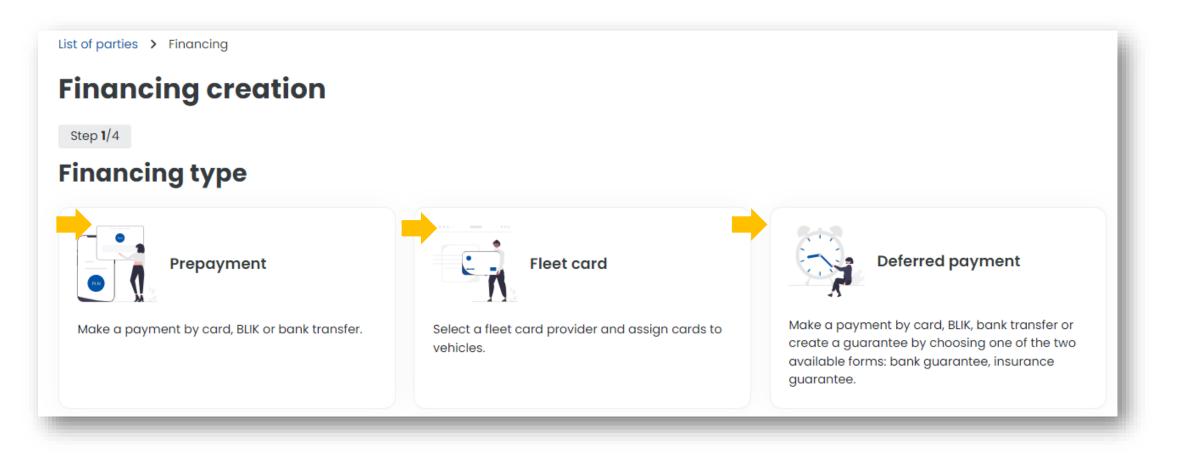
Testowa Sp. z o.o. Client ID: .	List of parties > Billing accounts > Creating billing account		
CHARTERS.	Creating billing account		
<ul> <li>Desktop</li> </ul>	Account name*		
	Enter a value		
Vehicles	Address for account*		
	<ul> <li>Same as business / personal</li> </ul>		
✓ OBE	Other		
History	I want to receive paper debit notes		
Documents	Recipient name*		
Reports	Enter name		
Register your ride	Country*		
Calculate route payment	Select or find V		
	Town/city*		
Notifications	Enter name		
E Tickets	Street*	List of parties > Billing accounts	
	Enter name		
	Aportment number Building number* (optional)	Billing account: 68	
	Type number Type number		
		Your account has been created	<u> </u>
	Post code*		
	Enter CODA	▲ To activate the account, assign vehicles and choose the financing option X	
	Contact details*	Billing account name	
	<ul> <li>Same as business / personal</li> </ul>		
	Other	Jani	
	Contact method*	Billing account no.	- 11
	E-mail     E-mail + Phone	68	
	E-mail*		
	Enter e-mail	Assign vehicle to account Create another billing account Close	
	Mobile phone no. (optional)	Assign vehicle to account Create another billing account Close	
	Type number		
	Create account Cancel		

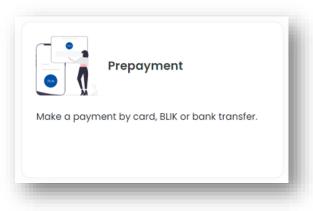
### 8. Create financing

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

Client ID						
Desktop	Billing accounts					
🟦 Billing accounts	Financing type Billing account status					
Vehicles	Select ~ Active					
♥ OBE	Show results Clear					
S History						
Documents	Add a form of financing Activate the vehicle and hit the road					
Reports	Go					
Register your ride						
Calculate route payment	Check that all vehicles have an action of the second				×	
Notifications						
Tickets	Account status	Account name	Number	Financing type	Vehicles	Balance
	🗞 No financing added	Jani	681	Create financing	1 (0)	None
_	Create billing account					10 Rows per page

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

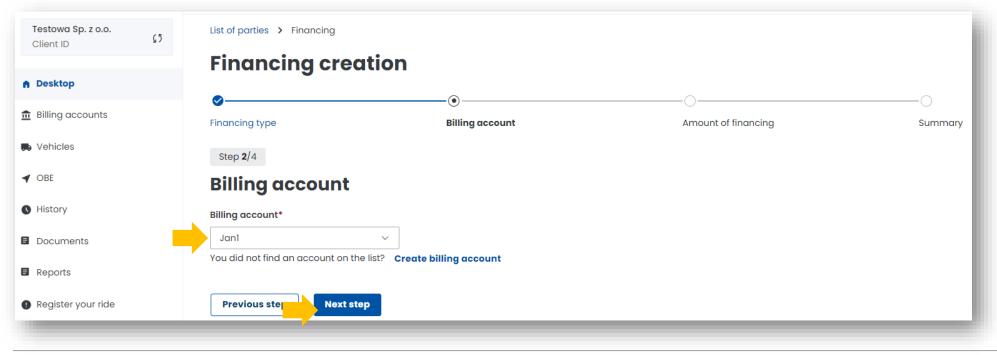




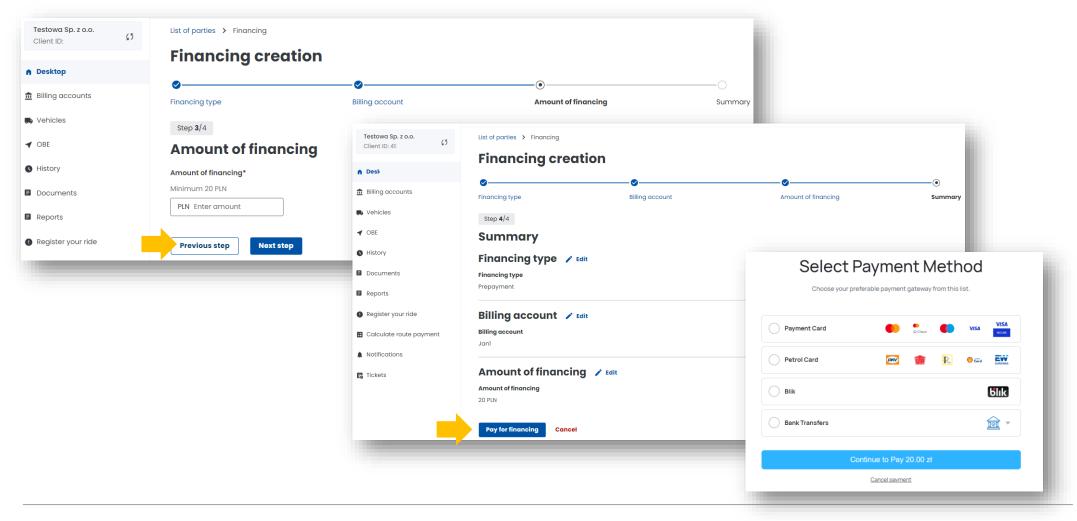
#### You have selected prepayment.

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.

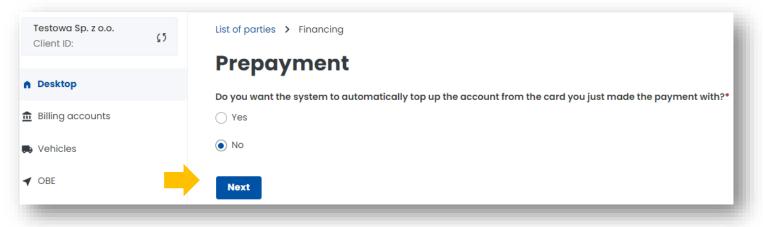


#### 2. Select the amount and pay the financing. The minimum top-up is PLN 20.





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



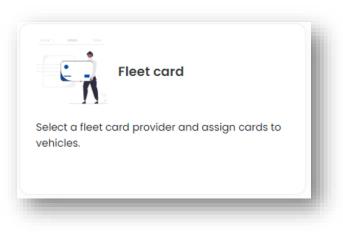
**3**. Once the process has been successfully completed, a message will appear stating that the financing has been created. Once the financing has been created, select *Close*.

Testowa Sp. z o.o. Client ID:	<u>ç</u> 5	List of parties > Financing	1
▲ Desktop		Prepayment	
Billing accounts		Financing has been created	
🕠 Vehicles		Payment added correctly: 20 PLN	
◀ OBE		Billing account name Jan2	
• History		Bill' it no.	
Documents		68663	- 84
Reports		Close Assign OBE to vehicle	
-			

Ministerstwo

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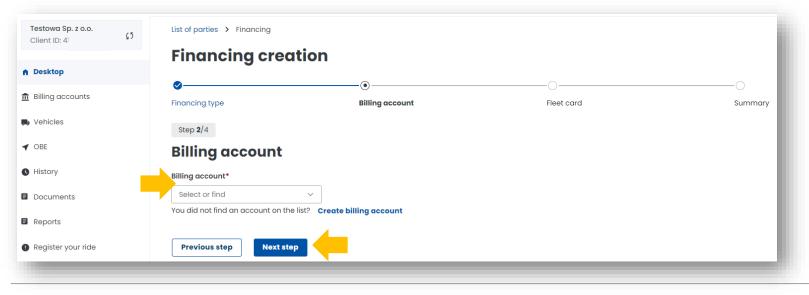
Finansów



#### 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.

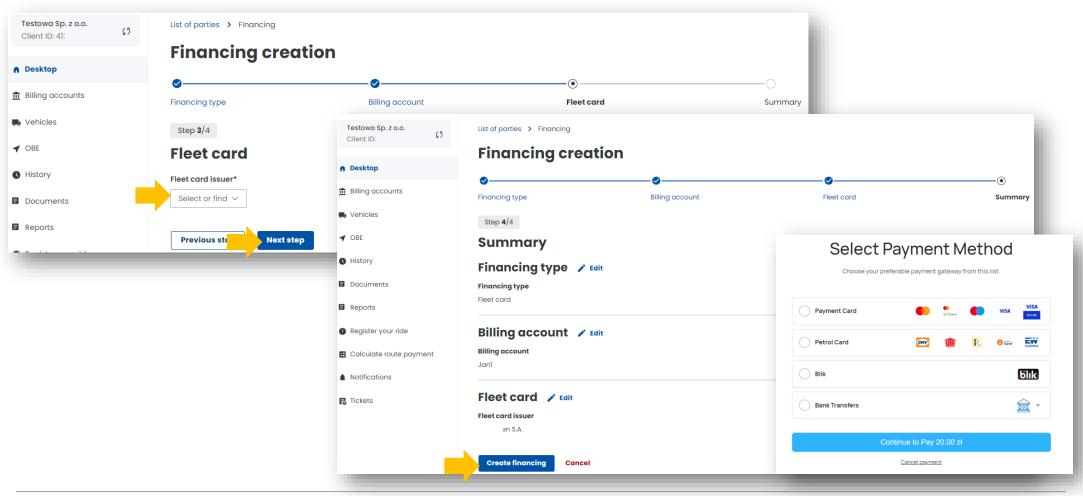


Ministerstwo Finansów

Krajowa Administracja Skarbowa

#### 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*.





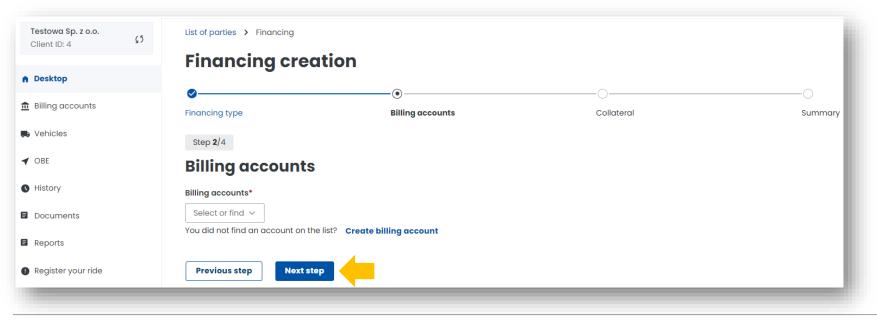
Deferred payment

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 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.



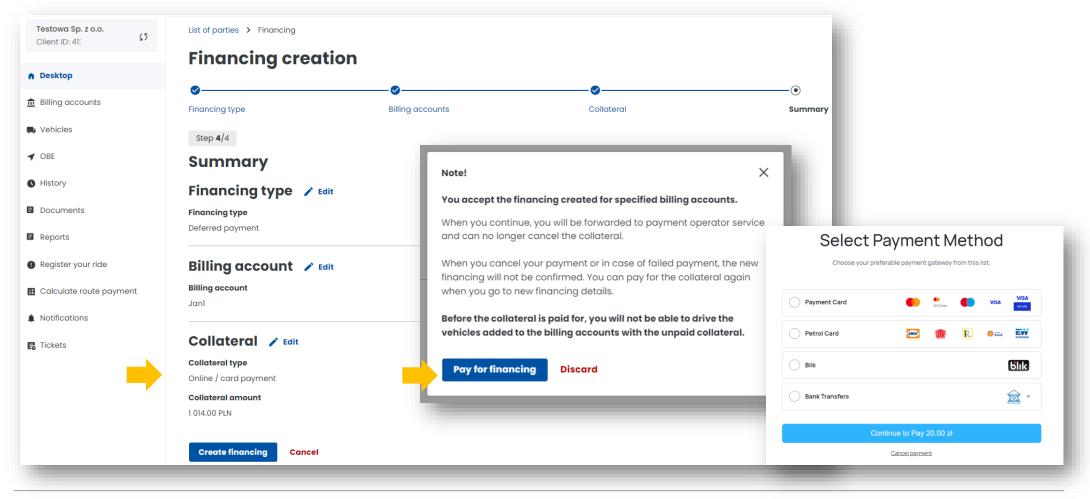
Krajowa Administracja

Skarbowa

- 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.

Testowa Sp. z o.o. Client ID: 4	List of parties > Financing	on		
♠ Desktop	-			
<b>Billing</b> accounts	Financing type	Billing accounts	©Collateral	Summary
Vehicles	Step <b>3</b> /4			
✓ OBE	Collateral			
• History	Collateral type*			
Documents	<ul> <li>Online / card payment</li> </ul>			
Reports	Collateral amount*			
Register your ride	The minimum amount of collateral 1014 PLN Enter amount	I PLN		
Calculate route payment	<ul> <li>Identification data for transfer</li> </ul>			
Notifications	O Bank guarantee			
E Tickets	O Insurance guarantee			

**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.

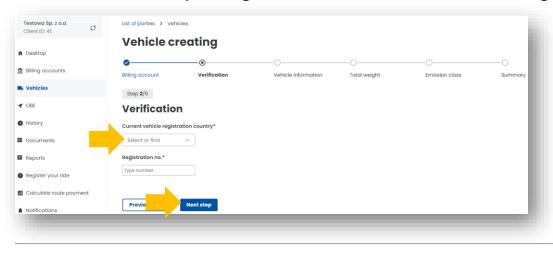
Notifications	Create vehicle							
Calculate route payment	No data							
Register your ride	Vehicle status	Registration plate	Weight	class E	xhaust class	Enabled OBE	Billing account name	Account status
Reports						1		
Documents	Show results Clear							
History	Select or find 🗸 🗌 Sho	ow deactivated vehicles	3					
OBE	OBE							
Vehicles	Active ~	Select or find 🗸	Select or find $\checkmark$	Select or find 🗸				
Billing accounts	Billing account status	Billing accounts	Country code	Registration no.				
Desktop	∧ Filters:							
GROWED. HEOD	Vehicles							
Testowa Sp. z o.o. Client ID: 41296	List of parties > Vehicles							

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	Vehicle cr	eating				
	0	0	0	0	0	0
	Billing account	Verification	Vehicle information	Total weight	Emission class	Summary
	Step 1/6					
	Billing acco	ount				
	Billing account*					
	Jani	~				
	You did not find an acc	ount on the list?				
	Create billing account	nt				
nt	Next step					
	nt	© Billing account Step 1/6 Billing account* Jan You did not find an account Create billing account	Billing account Verification Step 1/6 Billing account* Janl You did not find an account on the list? Create billing account	O     Billing account     Verification     Vehicle information     Step 1/6      Billing account*     ianl     You did not find an account on the list?     Create billing account	O     Billing account     Verification     Vehicle information     Total weight     Step 1/8  Billing account*      Jant     Vau did not find an account on the list?     Create billing account	Verification Verification Verification Verification Total weight Emission class  Step 1/6  Billing account* Jan You did not find an account on the list? Create billing account

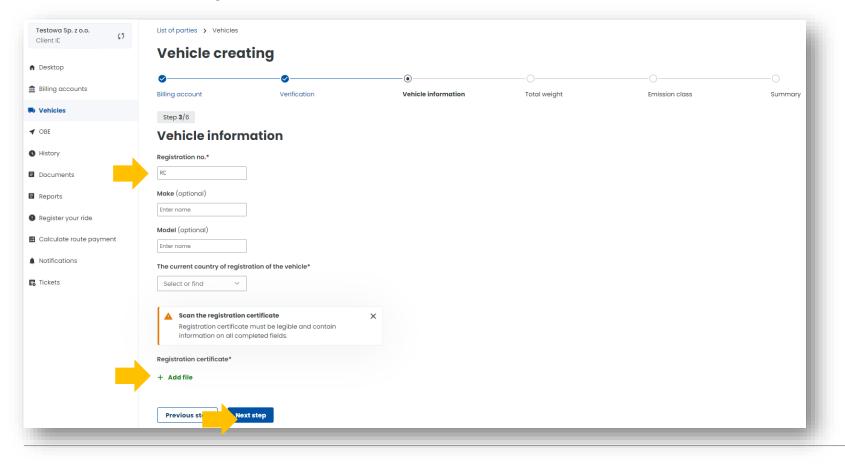
**1. Connect the vehicle to the billing account you have just created**. Click Next step.

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



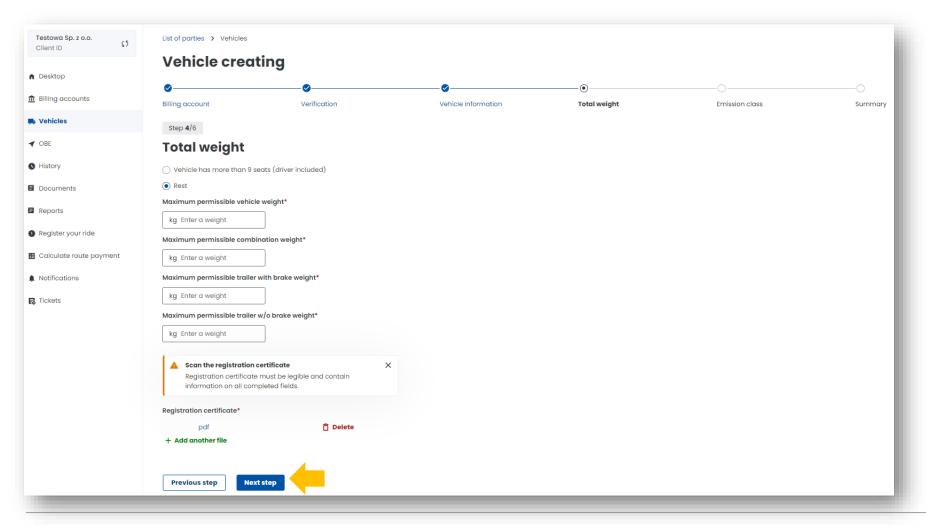
**3. Fill in the vehicle information**. Once you have entered the registration number, the remaining fields will be completed automatically. (if the vehicle data have not been downloaded from the CEPiK Central Register of Vehicles and Drivers, enter them manually).

Add a scan of the registration certificate in PDF. Attachment is required. Click Next step.



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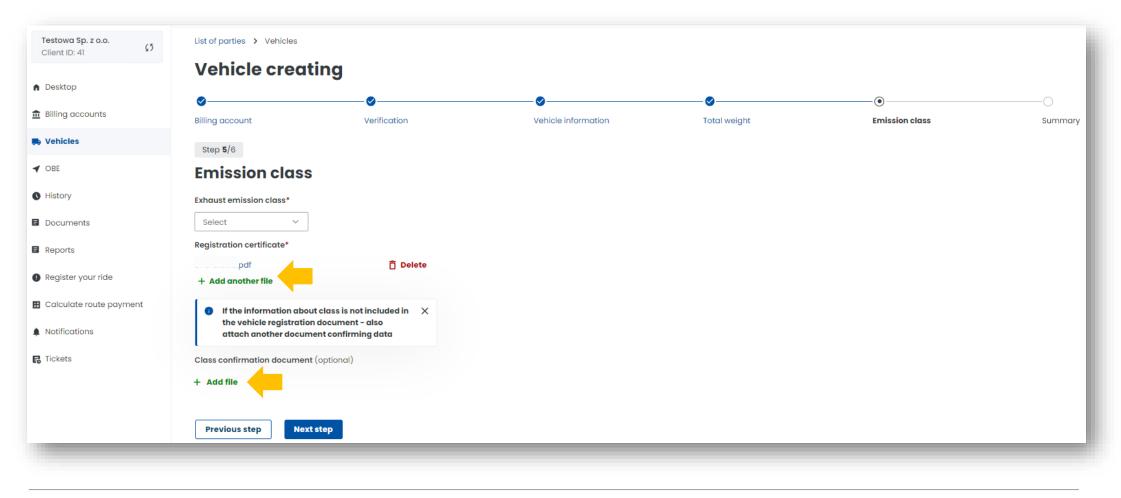


#### 4. Fill in the data from the registration certificate concerning the total weight of the vehicle. Click Next step.

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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.

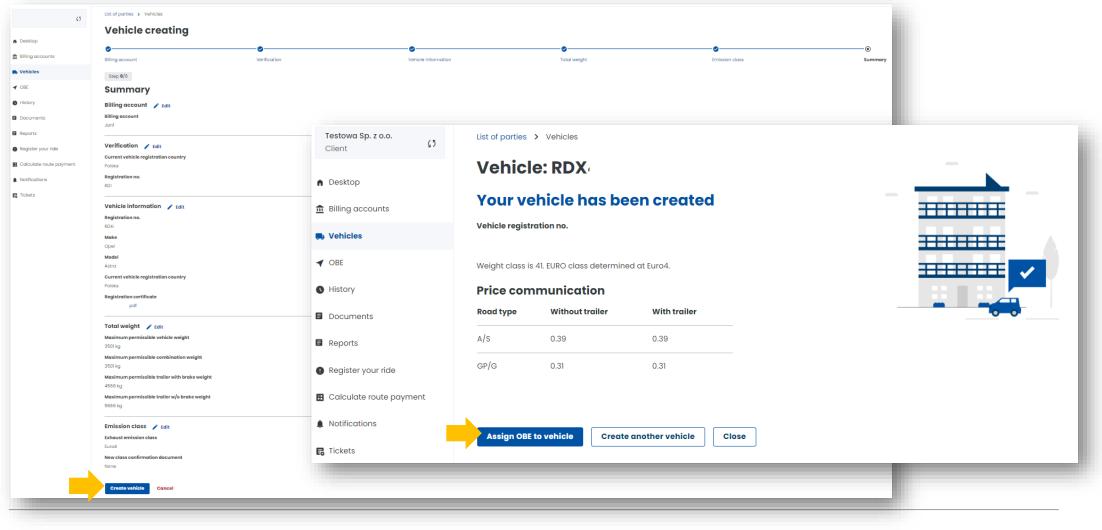


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#### 6. Summary and creation of the vehicle.

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

Testowa Sp. z o.o. Client ID: 4 <sup>:</sup>	List of parties > Vehicles > (				
<ul> <li>Desktop</li> <li>Billing accounts</li> </ul>	OBE assigning	· ·			
🖶 Vehicles	You did not find OBE on the list?	Create OBE			
✓ OBE	Assign OBE Cancel	Testowa Sp. z o.o. Client ID: 41	List of parties > OBE > O	BE creation	
History	Assign OBE Cancel	n Desktop	OBE creation	¢5	List of parties > OBE > OBE creation OBE: M -5
		f Billing accounts	Enter ID	Desktop     Desktop     Billing accounts     Vehicles	Your OBE has been created Pevice type Mobile application
		n Vehicles		✓ OBE	Business identifier MOC -5
		✓ OBE	Create OBE	History     Documents     Reports	Assign OBE to vehicle OBE details Close
				Register your ride	

# 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.

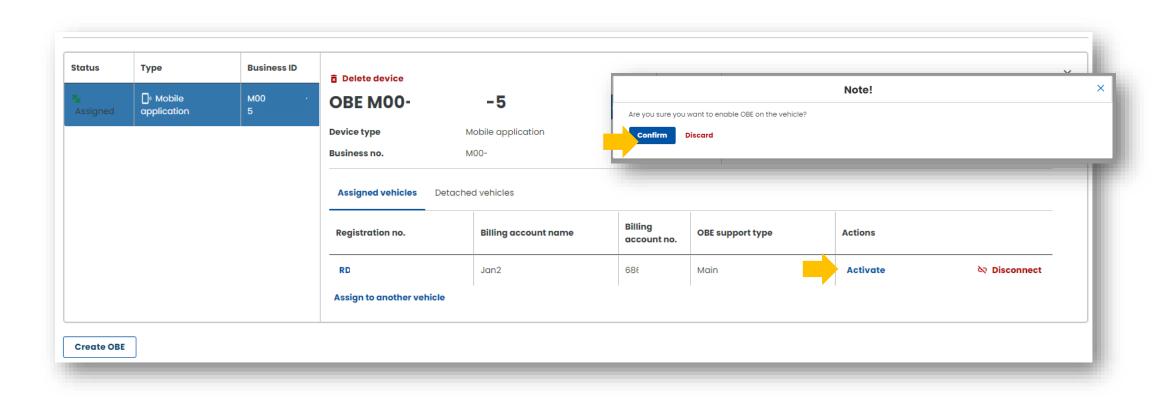
Testowa Sp. z o.o. Client ID: 41	List of parties > OBE		<b>Testowa Sp. z o.o.</b> Client ID: 4	List of parties > Vehicles > OBE assigning
Desktop	Filters:		♠ Desktop	OBE assigning
Billing accounts	OBE status Regis	stration no. Business ID	â Billing accounts	Select
Vehicles	Select V Se	lect or find 🗸 Select or find 🗸	💭 Vehicles	You did not find OBE on the list? Create OE
♥ OBE	Show deleted OBEs		✓ OBE	
B History	Show results Clear		History	Assign OBE
Documents				
Reports	Status	Туре	Business ID	Status
Register your ride	🔆 Not assigned	• Mobile application	M000	Assign OBE to vehicle
Calculate route payment				
	Create OBE			10 Rows per page 🗸

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.

Client ID: 41	List of parties > OBE										
Desktop	OBE										
Billing accounts	OBE status Registration no. Business ID										
Vehicles	Select	<ul> <li>✓ Select or fi</li> </ul>	nd V Select o	or find $\checkmark$							
OBE	Show deleted OBEs										
History	Show results Clear										
Documents											
Reports	Status	Туре	Business ID	Delete device					×		
Register your ride	میر Assigned	D <sup>,</sup> Mobile application	M00 - 5	OBE MOC	-5						
Calculate route payment				Device type	Mobile application						
Notifications				Business no.	M005						
7 Tickets				Assigned vehicles Detail	ched vehicles						
				Registration no.	Billing account name	Billing account no.	OBE support type	Actions			
				RDX	Jan2	68	Main	Activate	ই Disconnect		
				Assign to another vehicle	,						
	Create OBE	ן									

# 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.



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Krajowa Administracja Skarbowa

# **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.

×	💭 e-TOLL					Jan Kowalski 🗸	EN 🗸
Testowa Sp. z o.o. Client ID:	Good morning	, Testowa Sp. z c	0.0.				
▲ Desktop				9	5	0	
				Client ID 4	Your role Administrator	Client status Active	
Vehicles							
✓ OBE	Favourite 💶		÷	Recently created users			:
S History				Administrator			
Documents	No functionality has been selected Click here to add your first fun						
Reports							
Register your ride	Customer details	Financing	Financing notes	Generate route report			
Calculate route payment				By vehicle registration number			>
Notifications		· .		By billing account number			>
n Tickets	Λ		N	By financial note number			>

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# You can find more information about the Online Customer Account at <u>etoll.gov.pl</u>.

