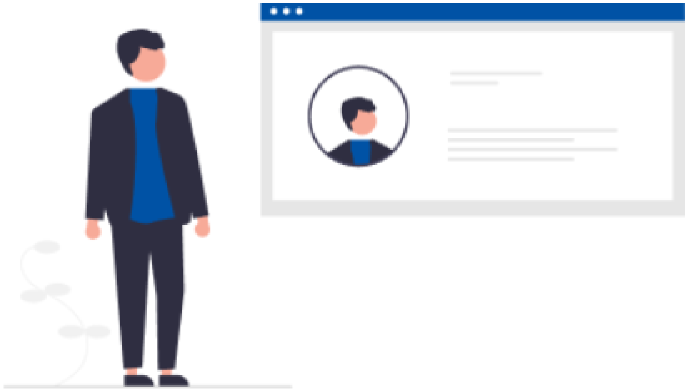
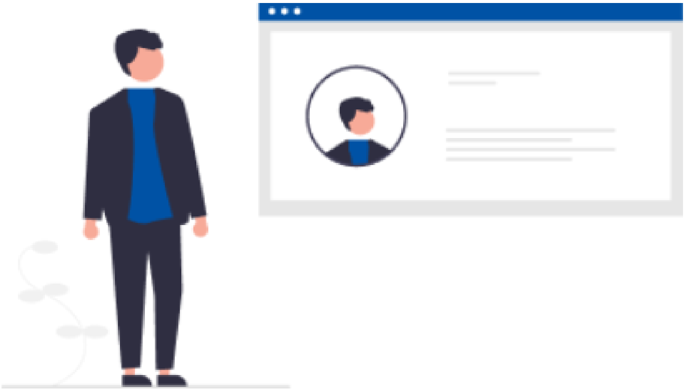
Online Customer Account (OCA)

Creating an account - private person



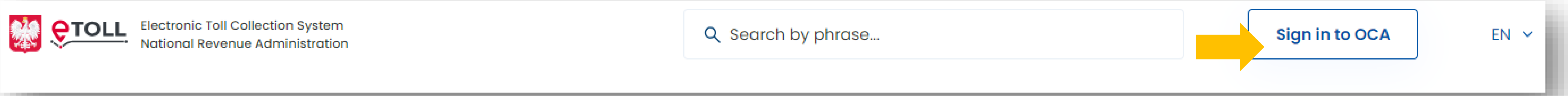
To register in the e-TOLL system, follow the steps below:

1. Go to etoll.gov.pl
2. Log in and confirm your identity
3. Fill in the vehicle and device data
4. Specify the type of entity being registered
5. Choose the method of registration
6. Create an entity account
7. Select the entity
8. Create a billing account
9. Create financing
10. Add a vehicle and assign it to the settlement account
11. Add a location device
12. Assign the location device to the vehicle
13. Activate the device



1. Go to etoll.gov.pl

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

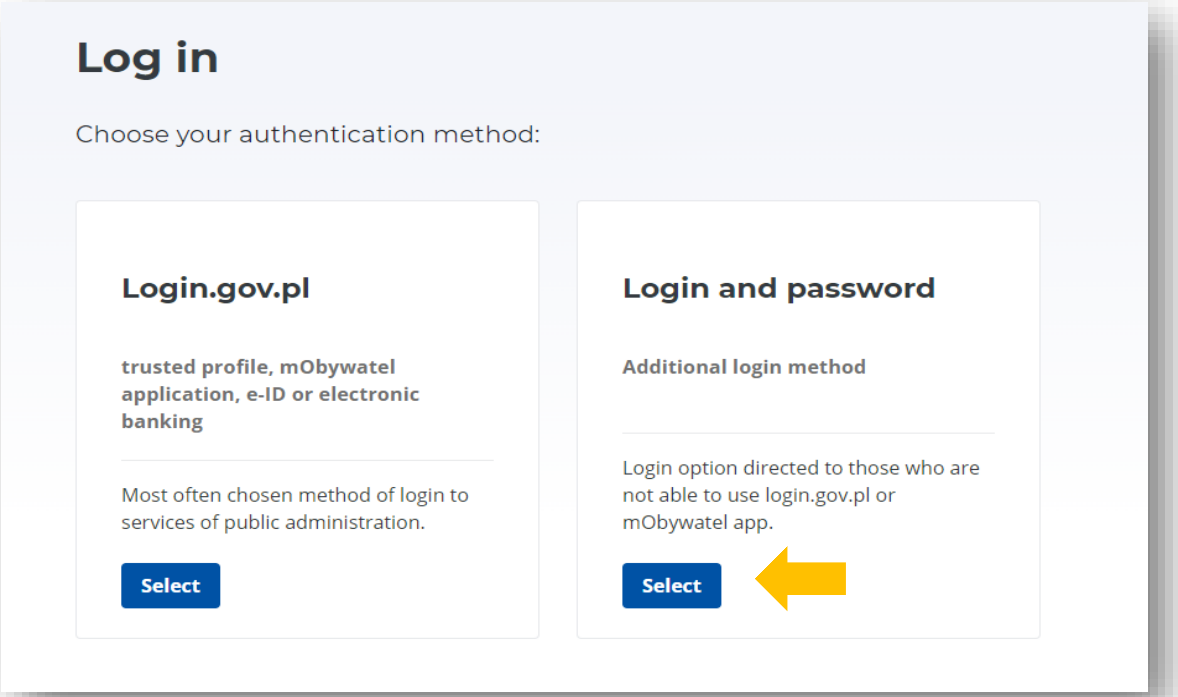


2. Log in and confirm your identity

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).



3. Fill in the vehicle and device data

The following window will only appear in the simplified registration process.

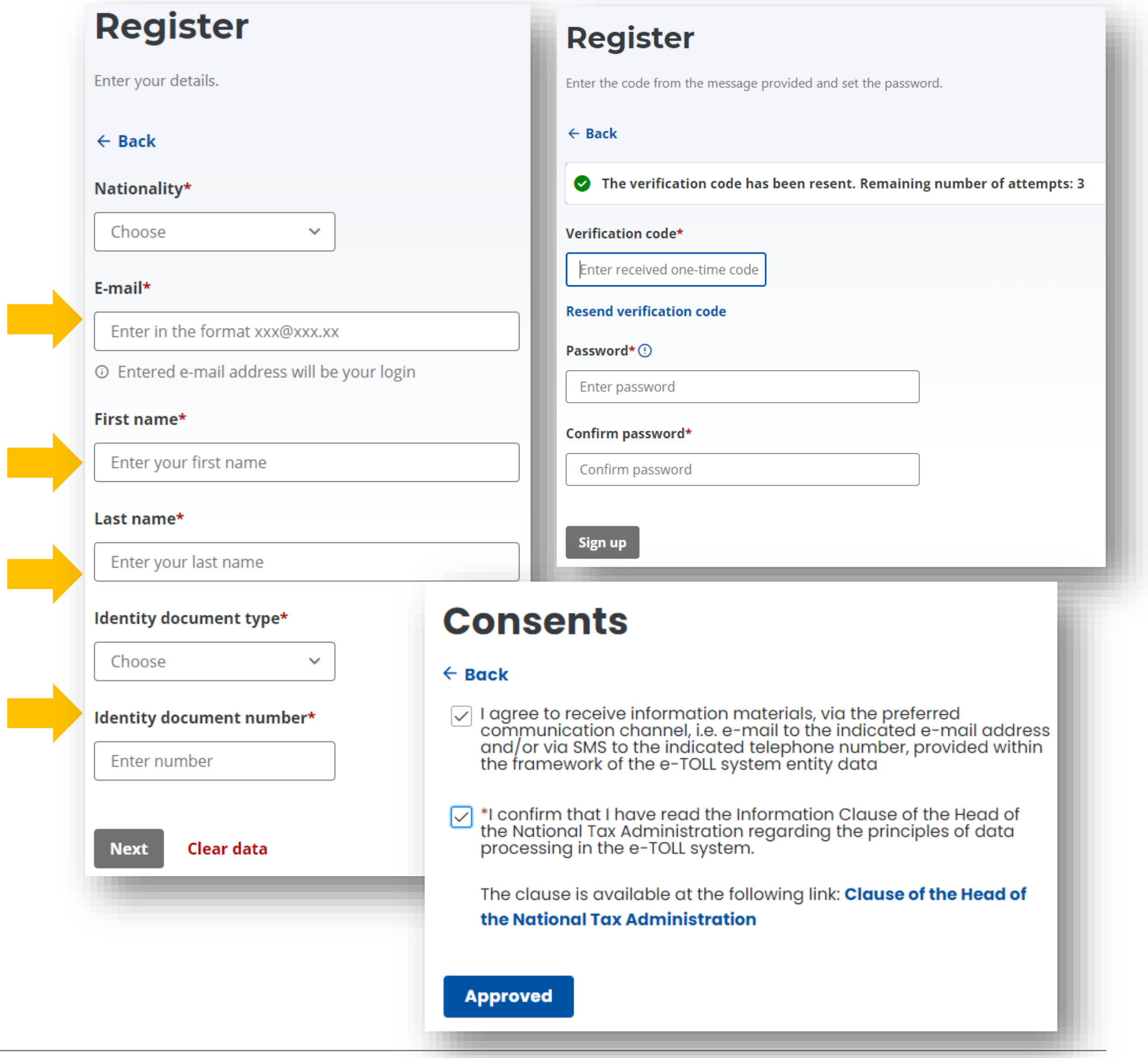
Fill in all the fields.

Automatic registration is possible only for vehicles registered in Poland after entering the vehicle registration number.

Please enter a Business ID.

To receive notifications, enter your email address.

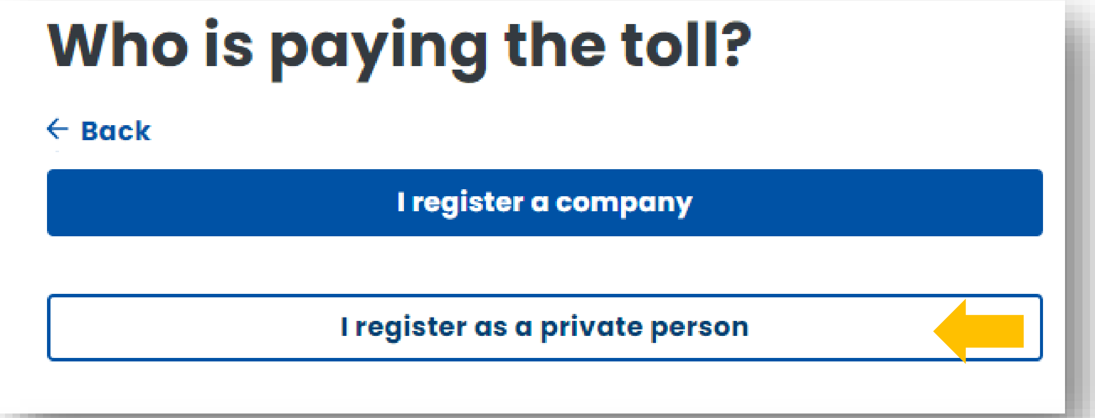
Accept the consents.



4. Specify the type of entity being registered - an individual (private person)

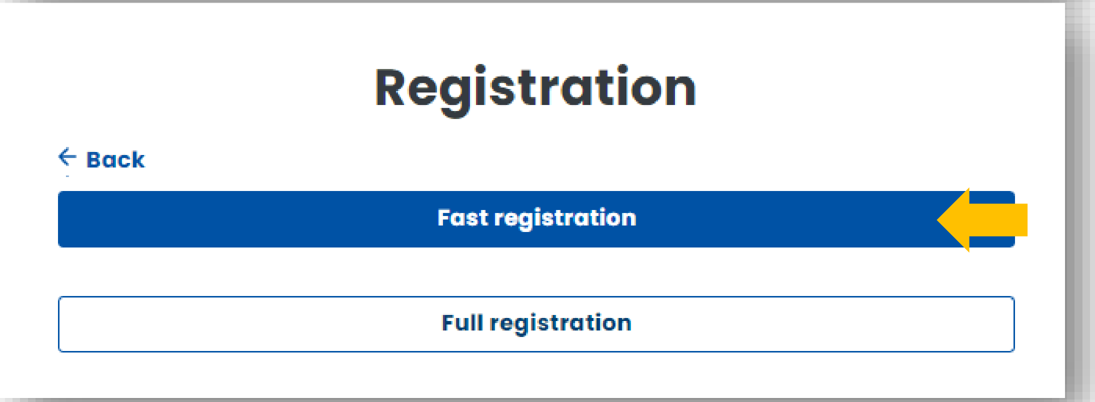
The option *I register as a private person* can be used by:

- ✓ natural person,
- ✓ a person running a business.

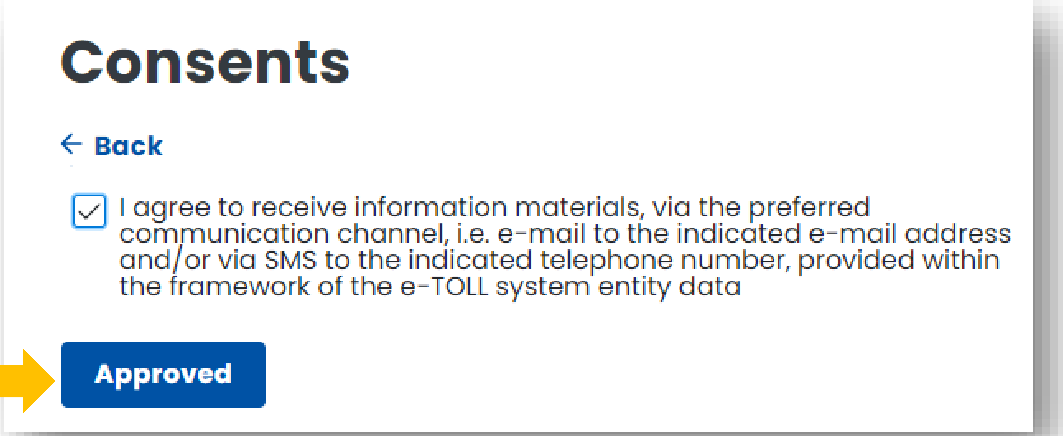


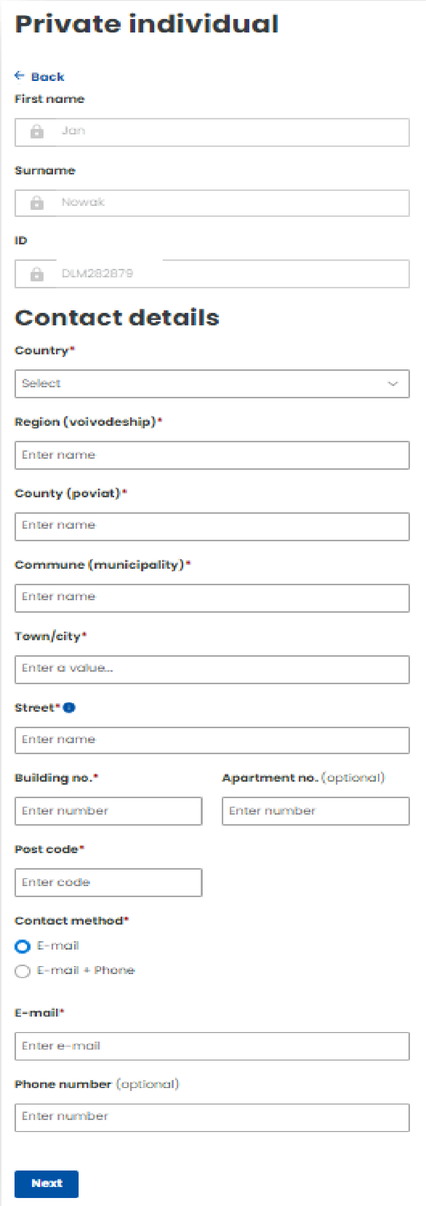
5. Choose the method of registration:

- ✓ fast registration - for a private person or a person running a bussines,
- ✓ full registration - for companies.



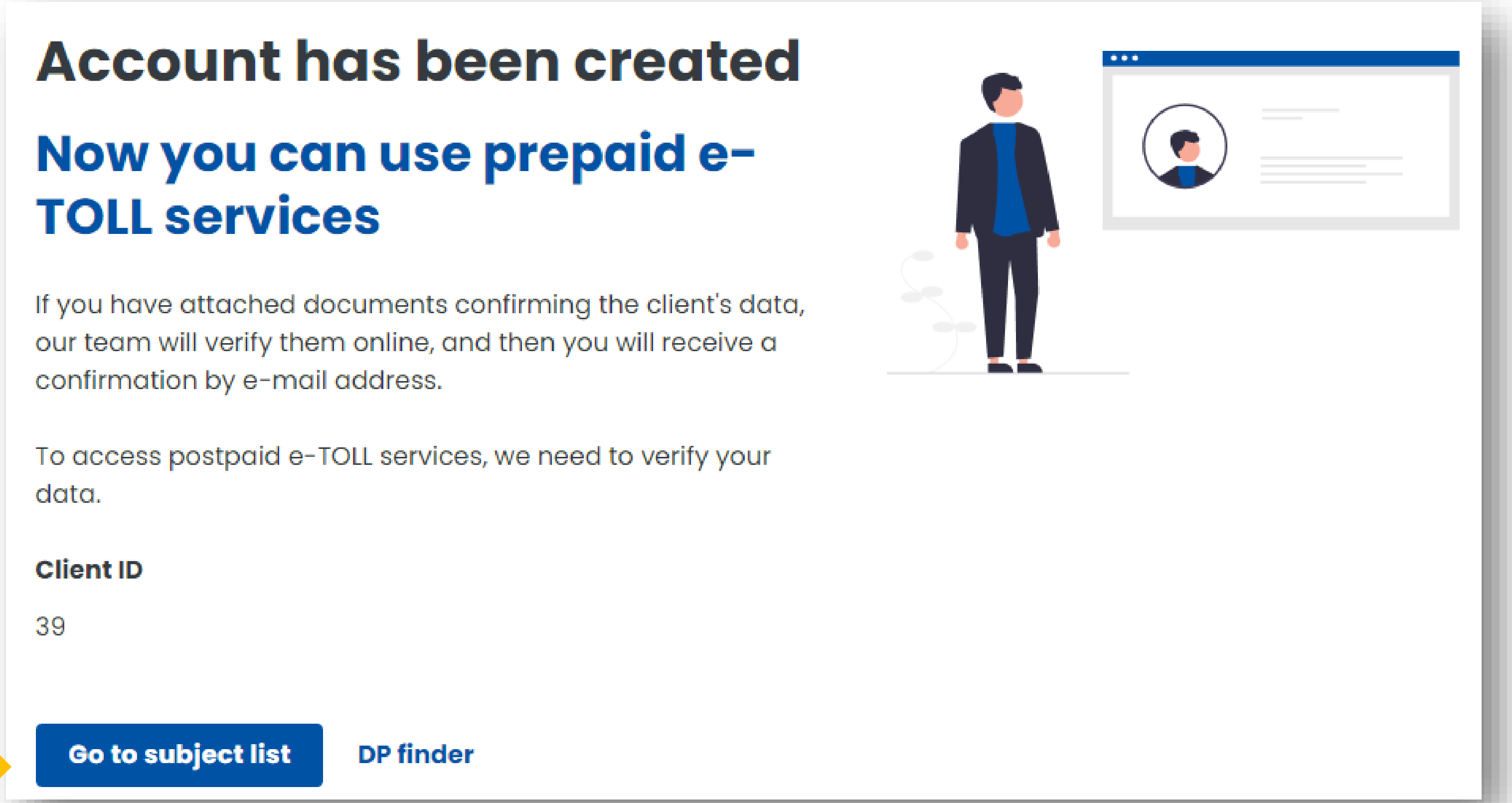
Fill in the required fields and accept the consents:





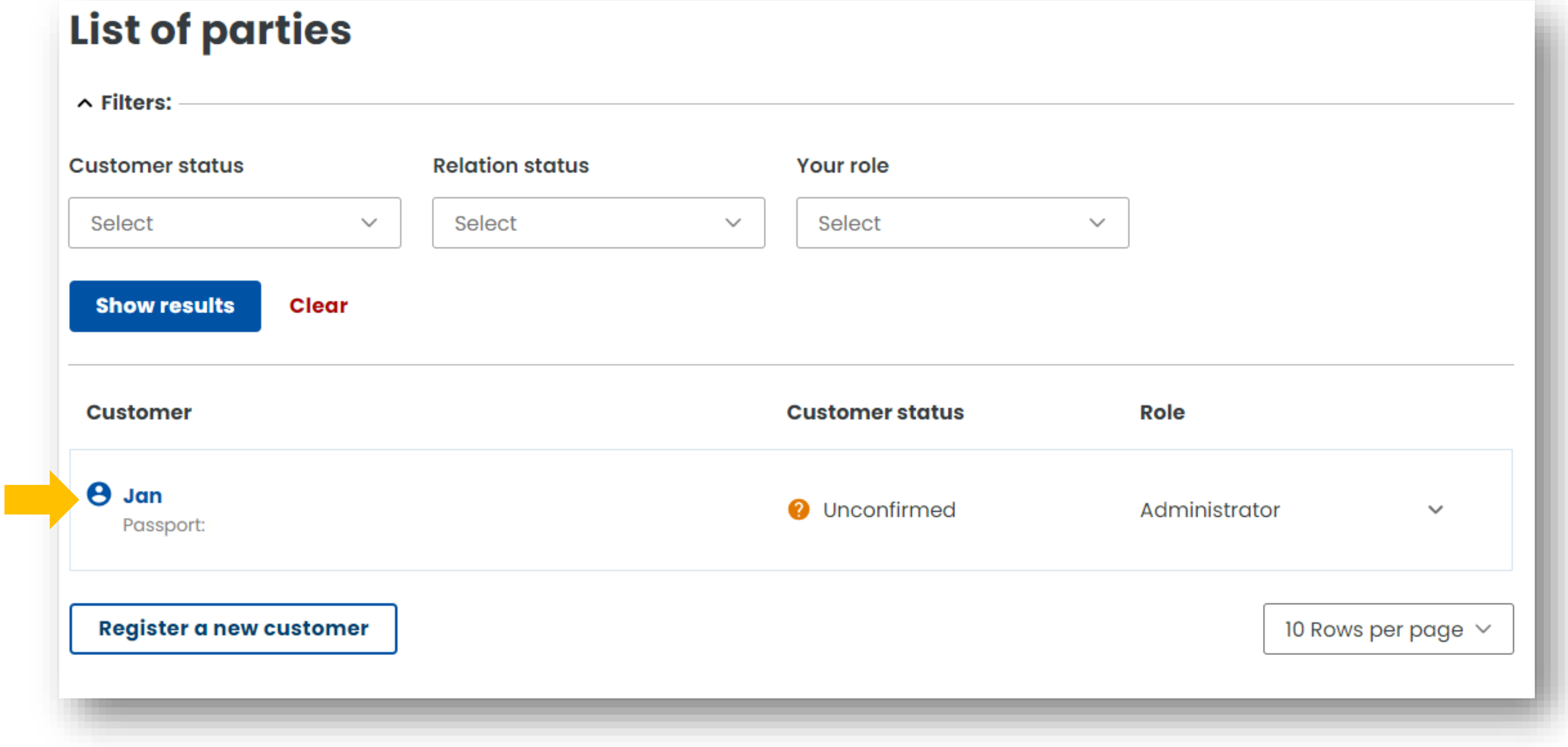
6. Create an entity account

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



7. Select the entity

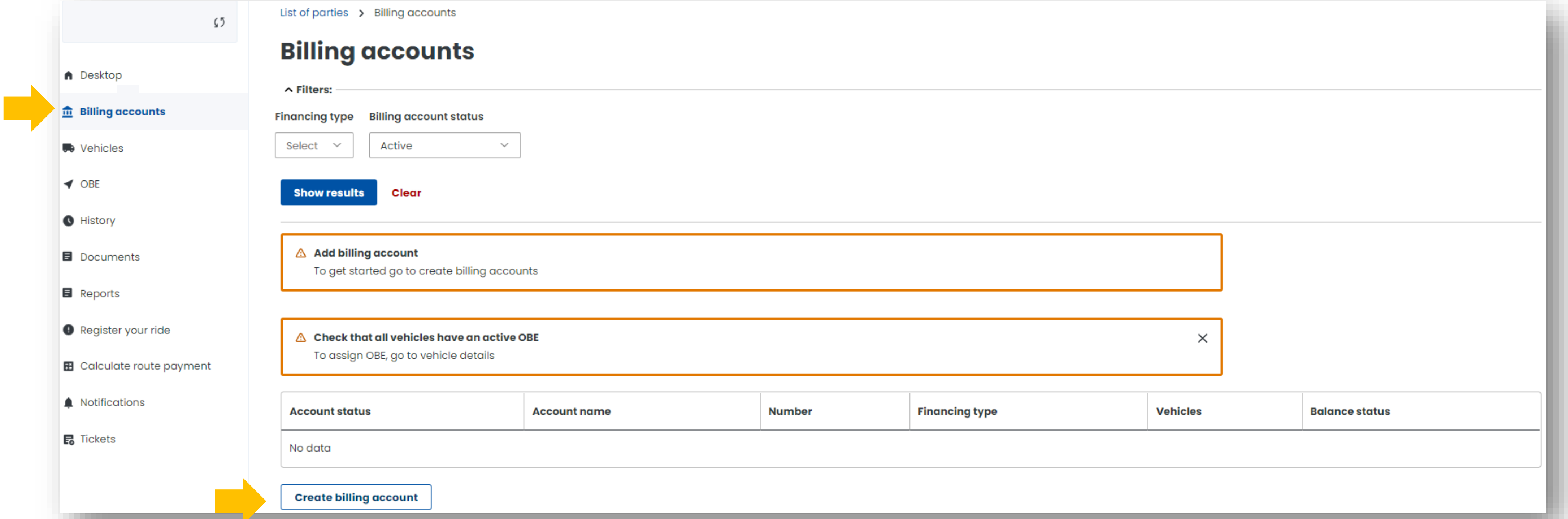
To continue the registration process, select an entity.



8. Create a billing account

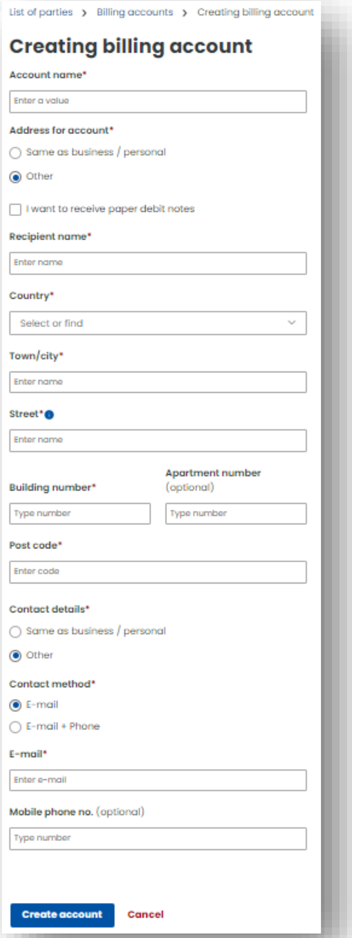
STEP 1. From the menu on the left, select the **Billing accounts** tab.

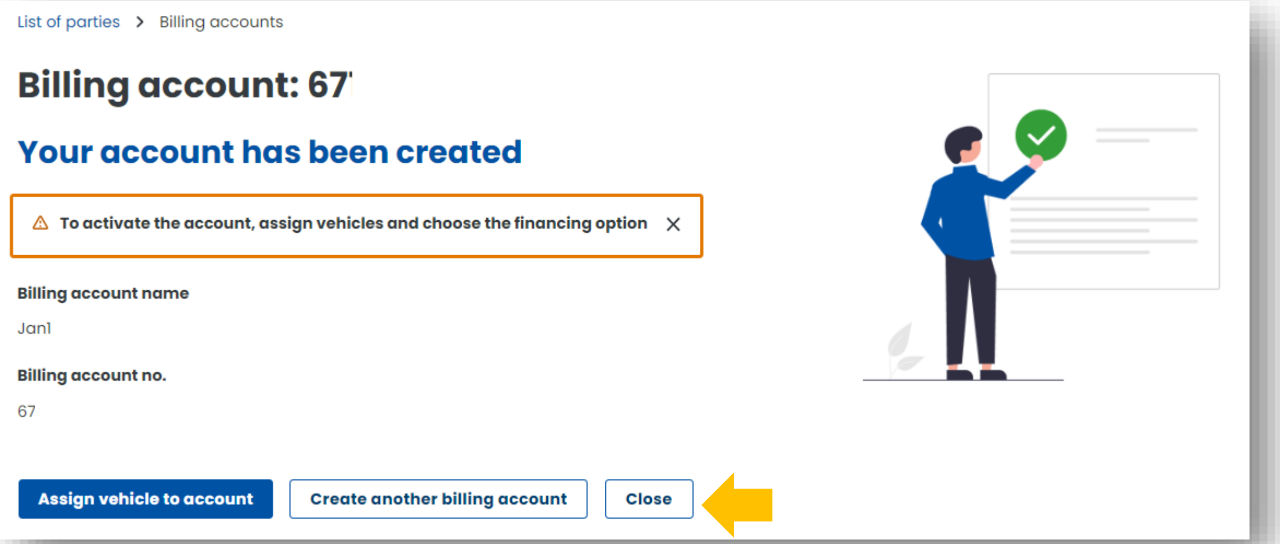
To create an account, select *Create billing account.*



STEP 2. Fill in the required data, then click *Creating account*.

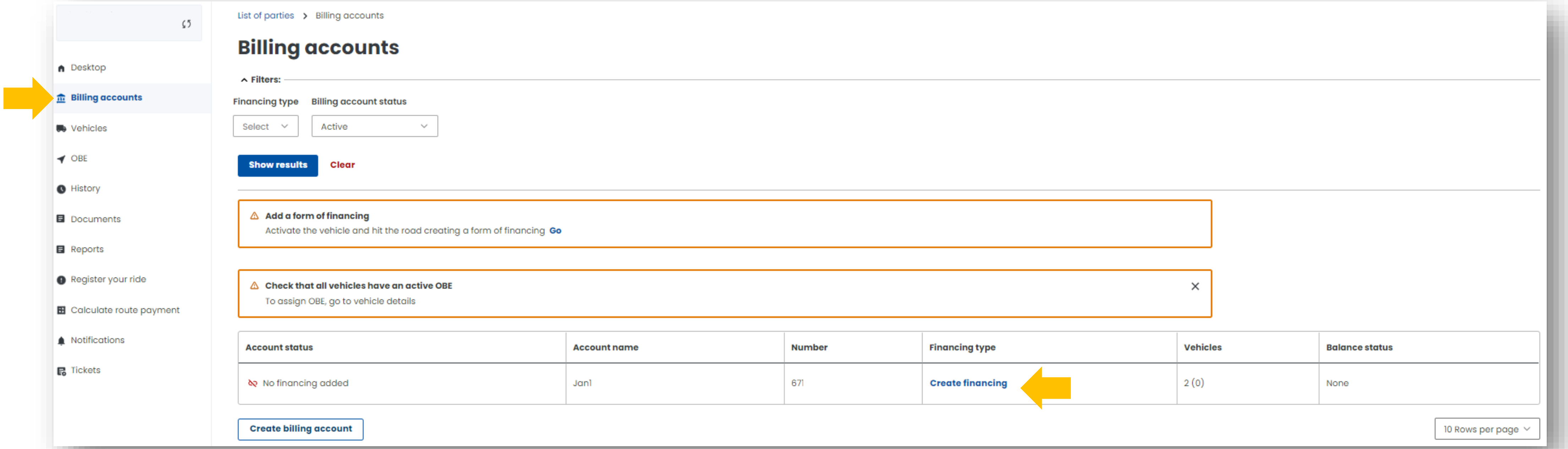
You will be informed that your account has been set up correctly, select *Close* to proceed.



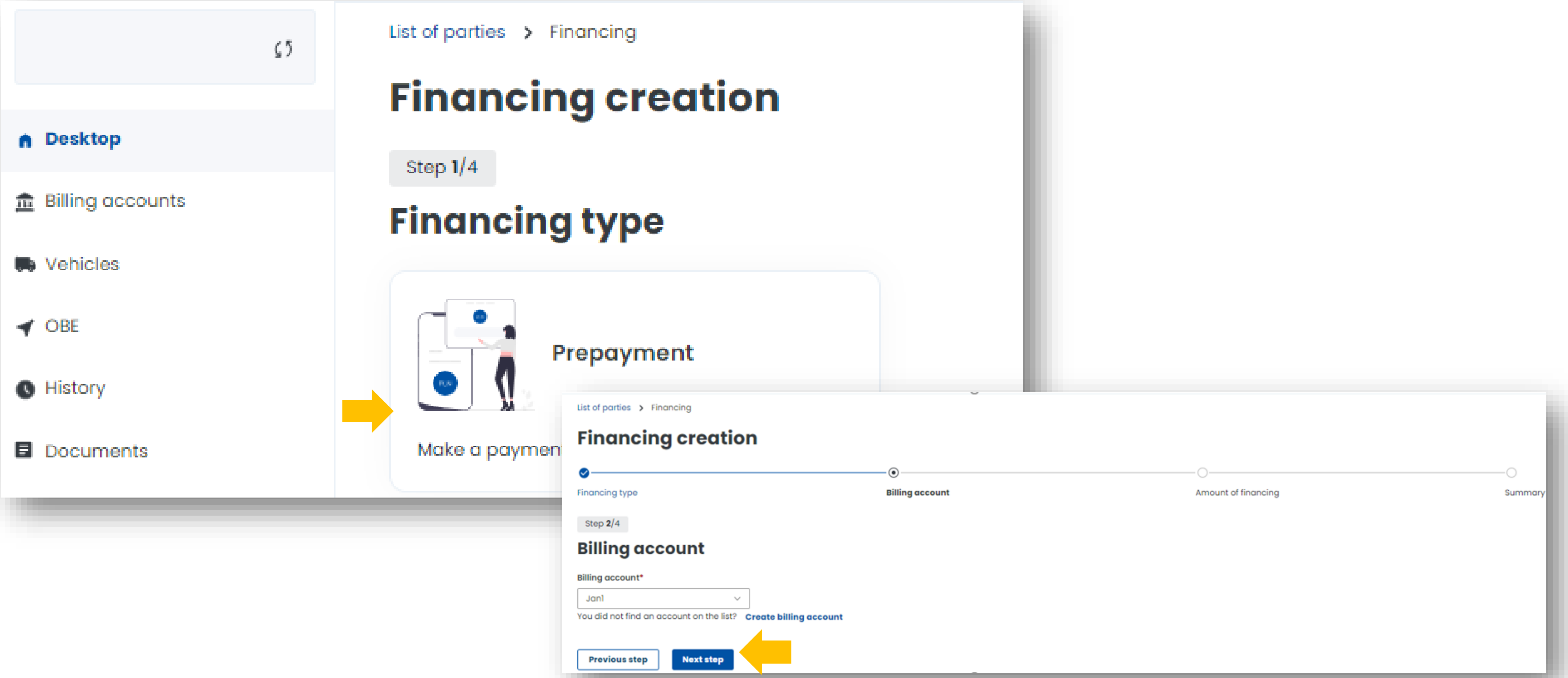


9. Create financing

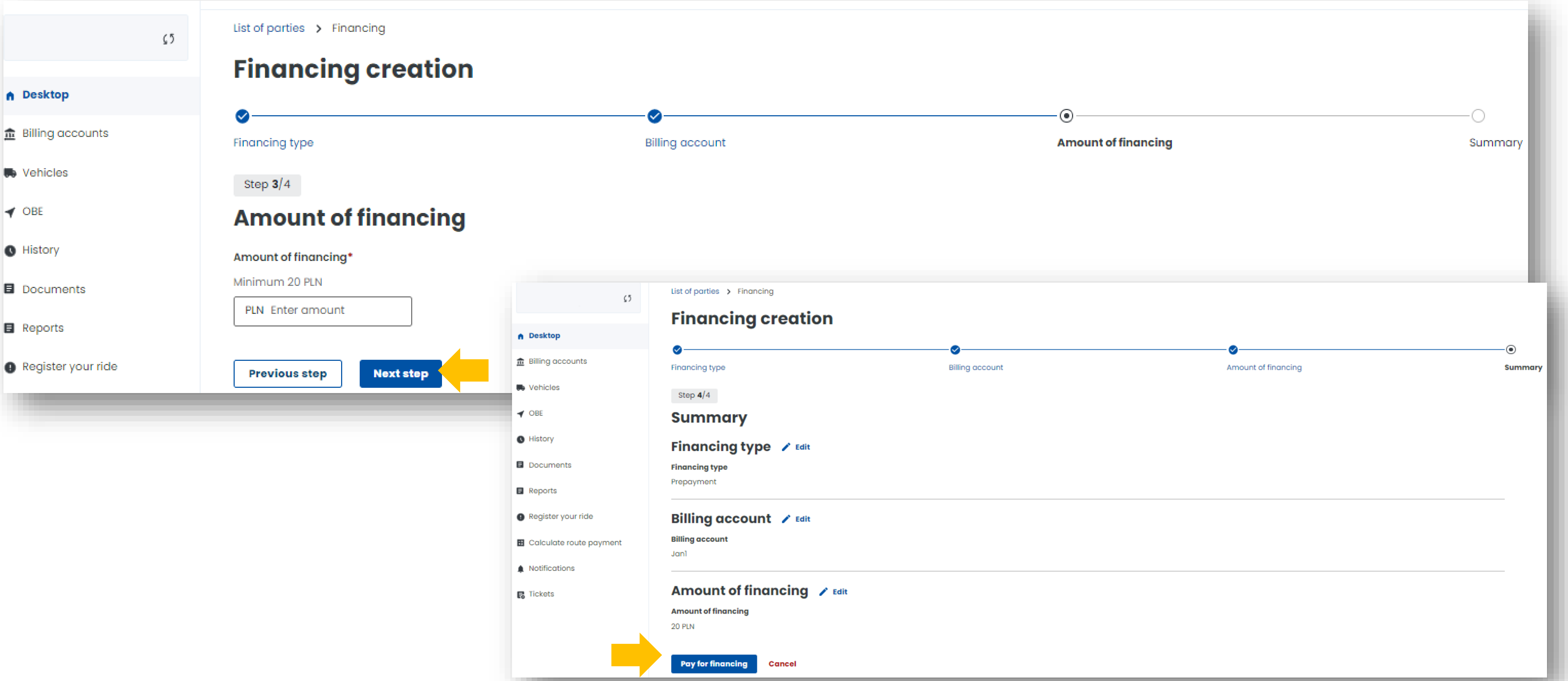
Step 1. To create funding, go to the tab **Billing Accounts** in the menu on the left and, in the previously created account, in the **Financing Type** column, click *Create financing.*



Step 2. Select a Financing Type and then select the billing account from the drop-down list. Click *Next step.*



Finally, select *Pay for financing*.

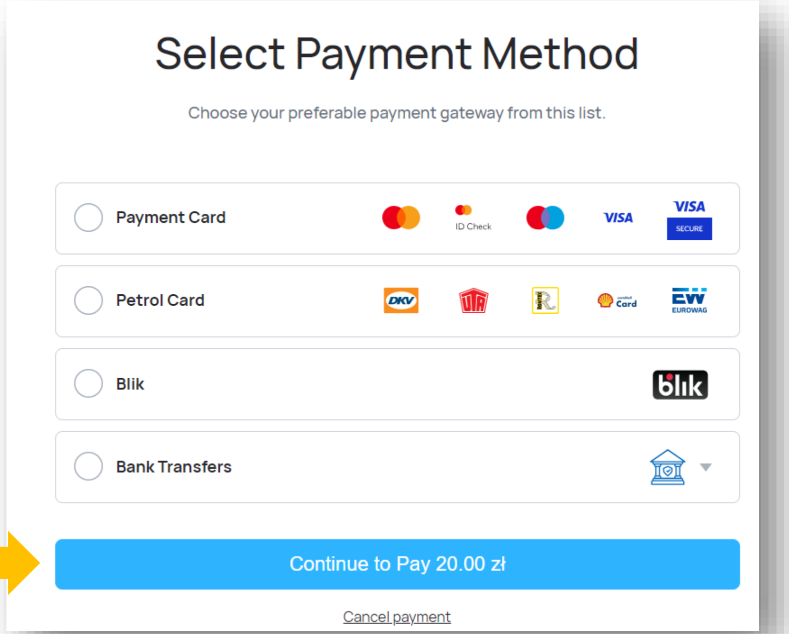


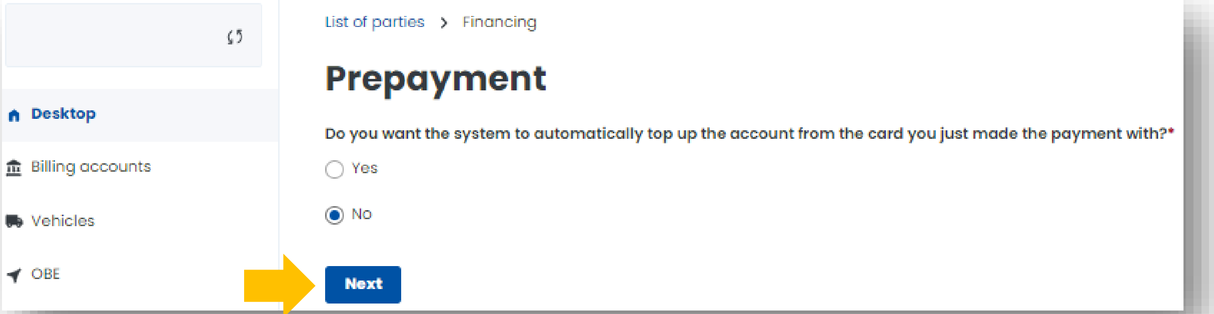
Step 3. Select Payment Method and make your payment.

You have the option to automatically top up your account from your card.

Once the process is successful, a message will appear stating that the financing has been created.

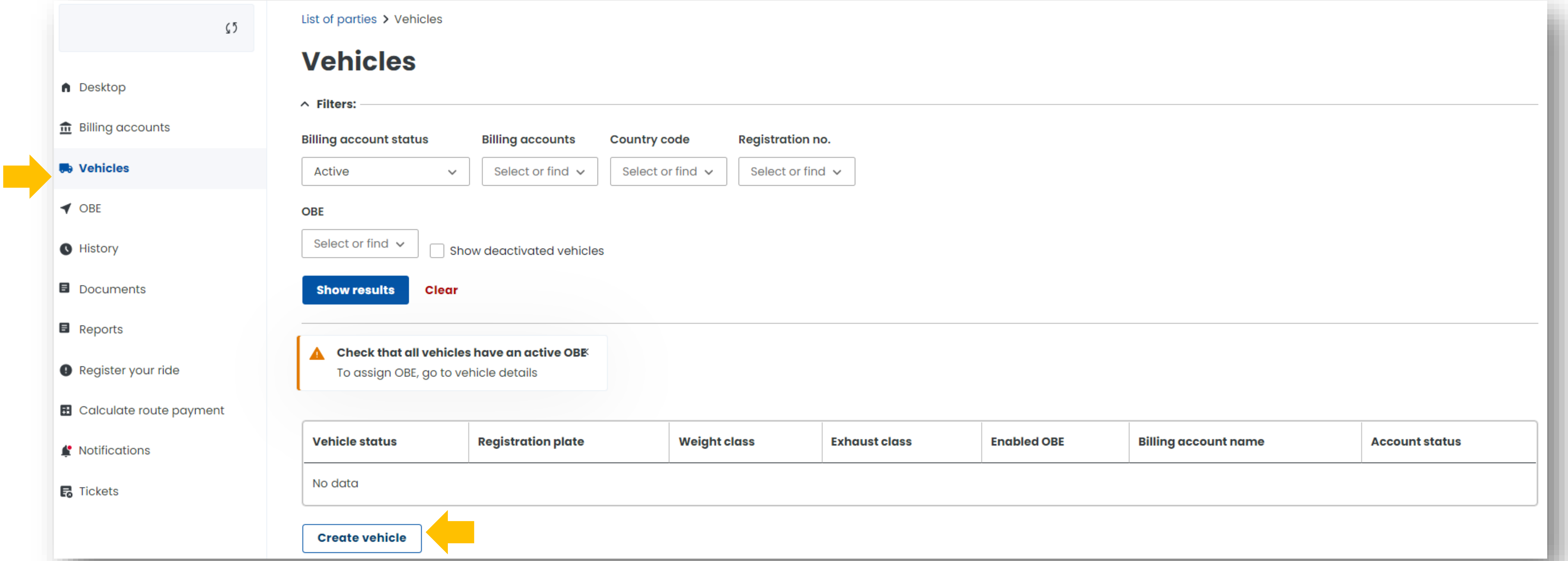
Then select *Assign OBE to vehicle*.





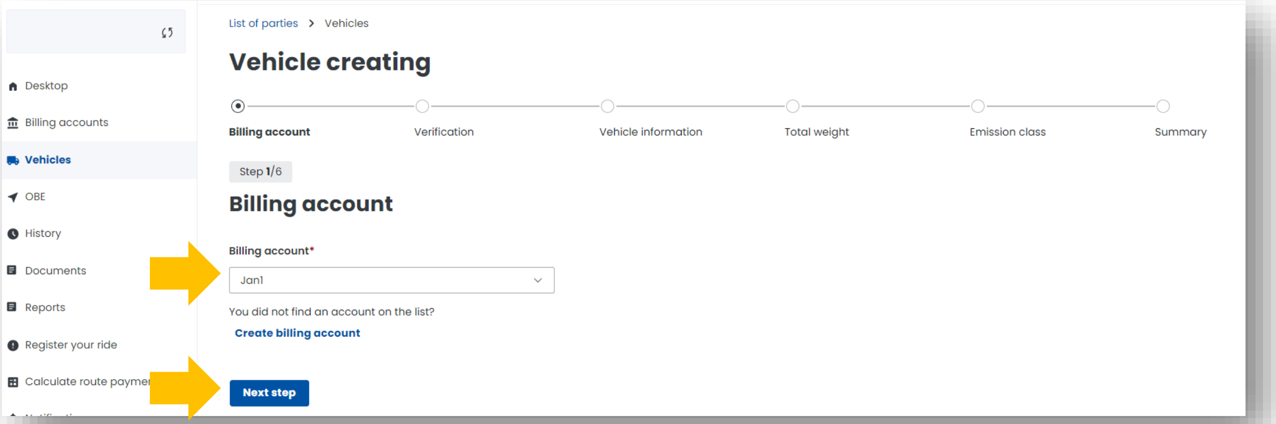
10. Add a vehicle and assign it to the billing account

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

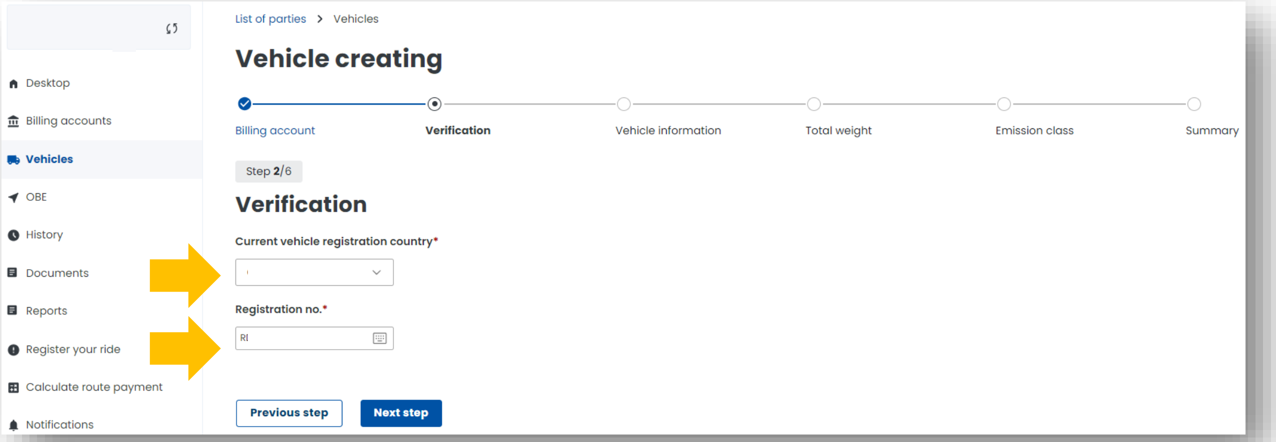


Step 1. You will be redirected to the *Vehicles* tab.

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

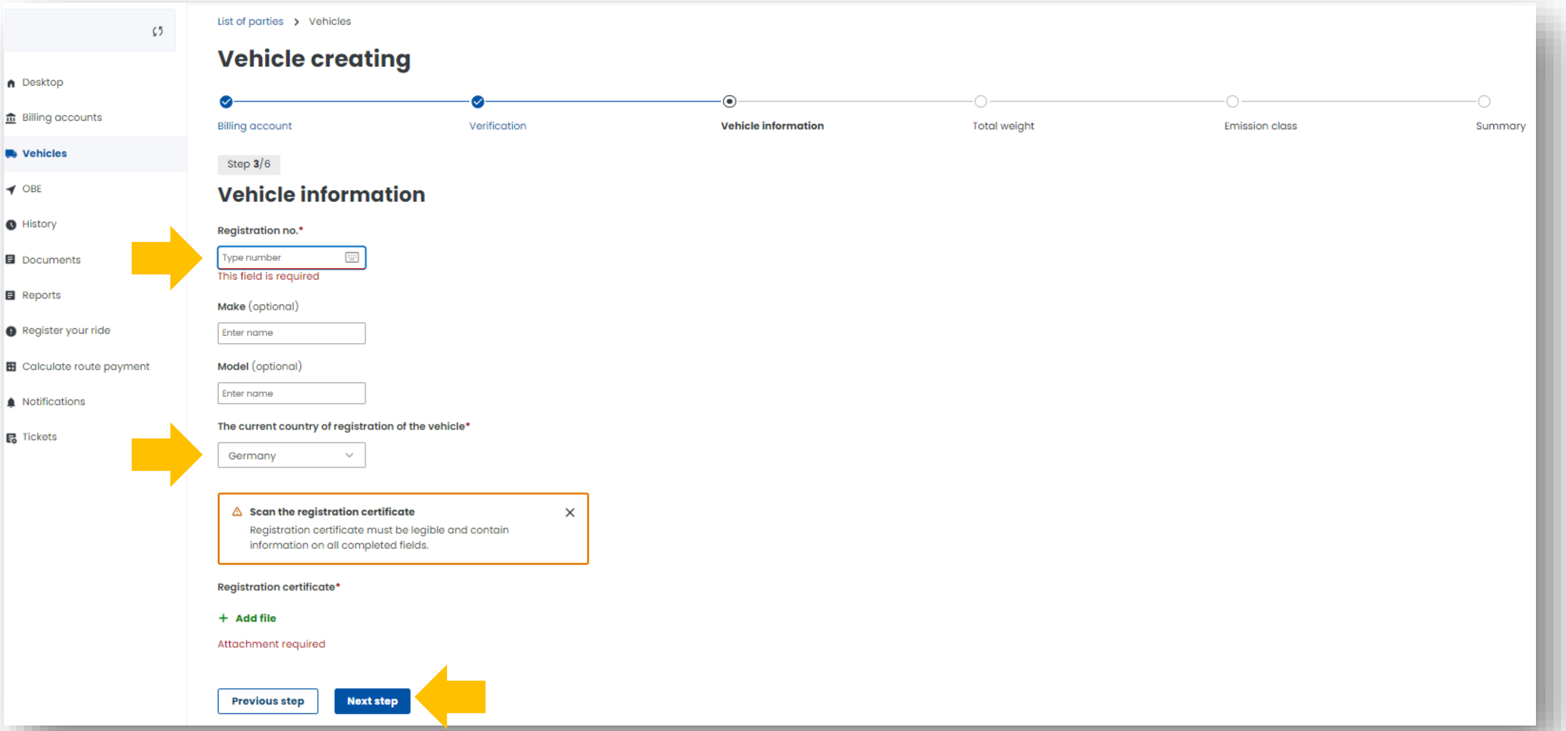


Step 2. Enter the vehicle's country of registration and registration number. Click *Next step*.

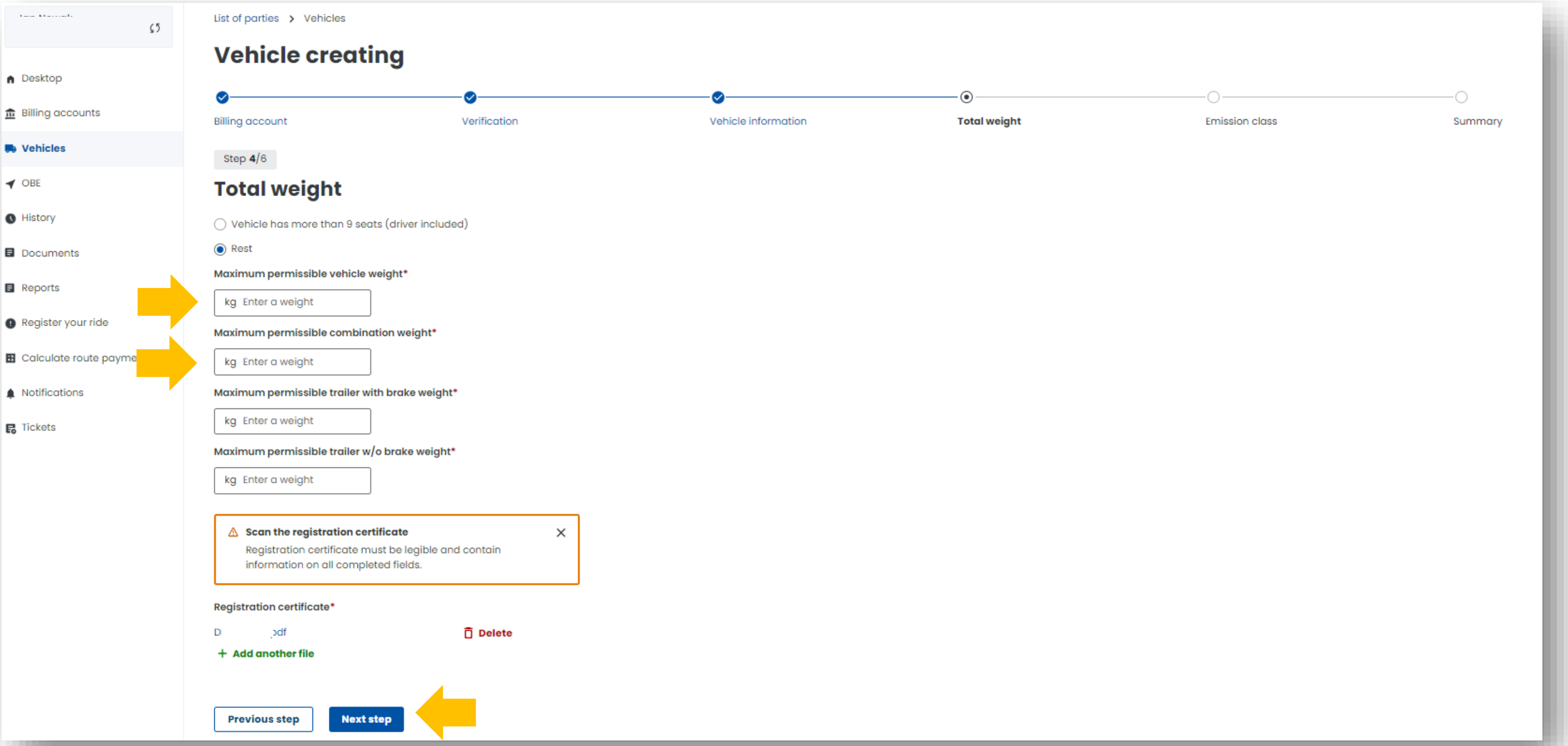


Step 3. Fill in the vehicle data.
Once you have entered your registration number, the remaining fields will be completed automatically (if the vehicle data have not been downloaded from the CEPiK Central Register of Vehicles and Drivers, enter them manually).

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

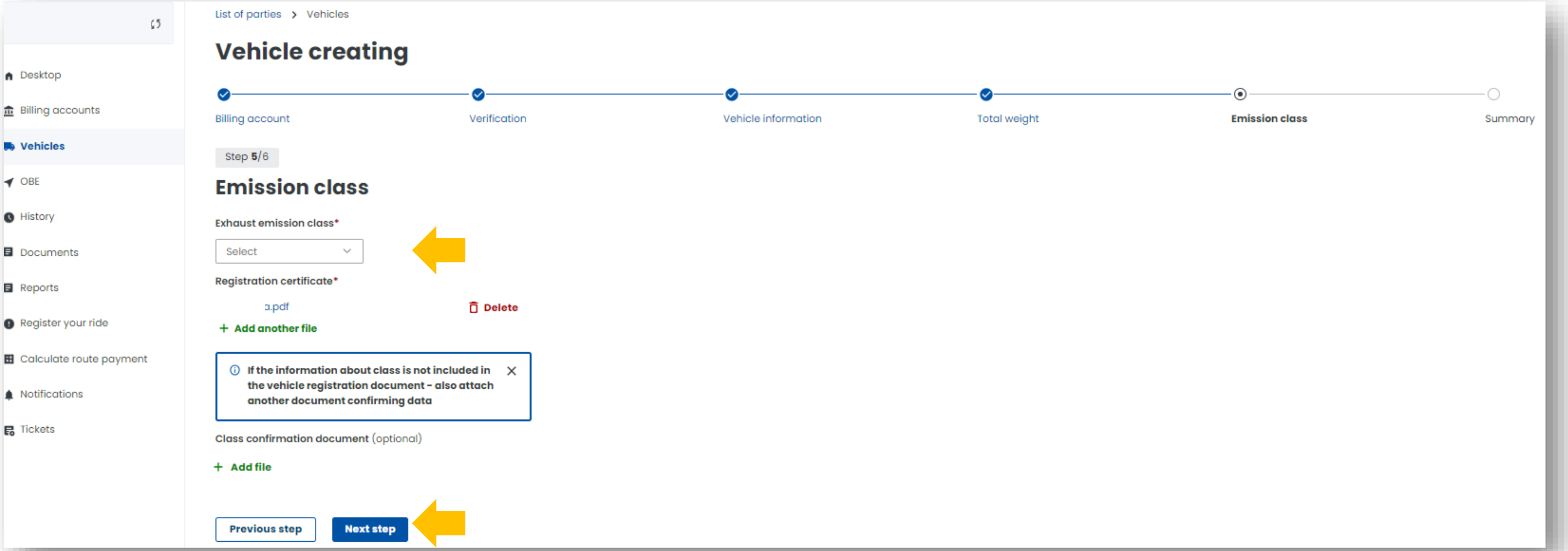


Step 4. Fill in the data from the registration certificate concerning the total weight of the vehicle. Click Next step.



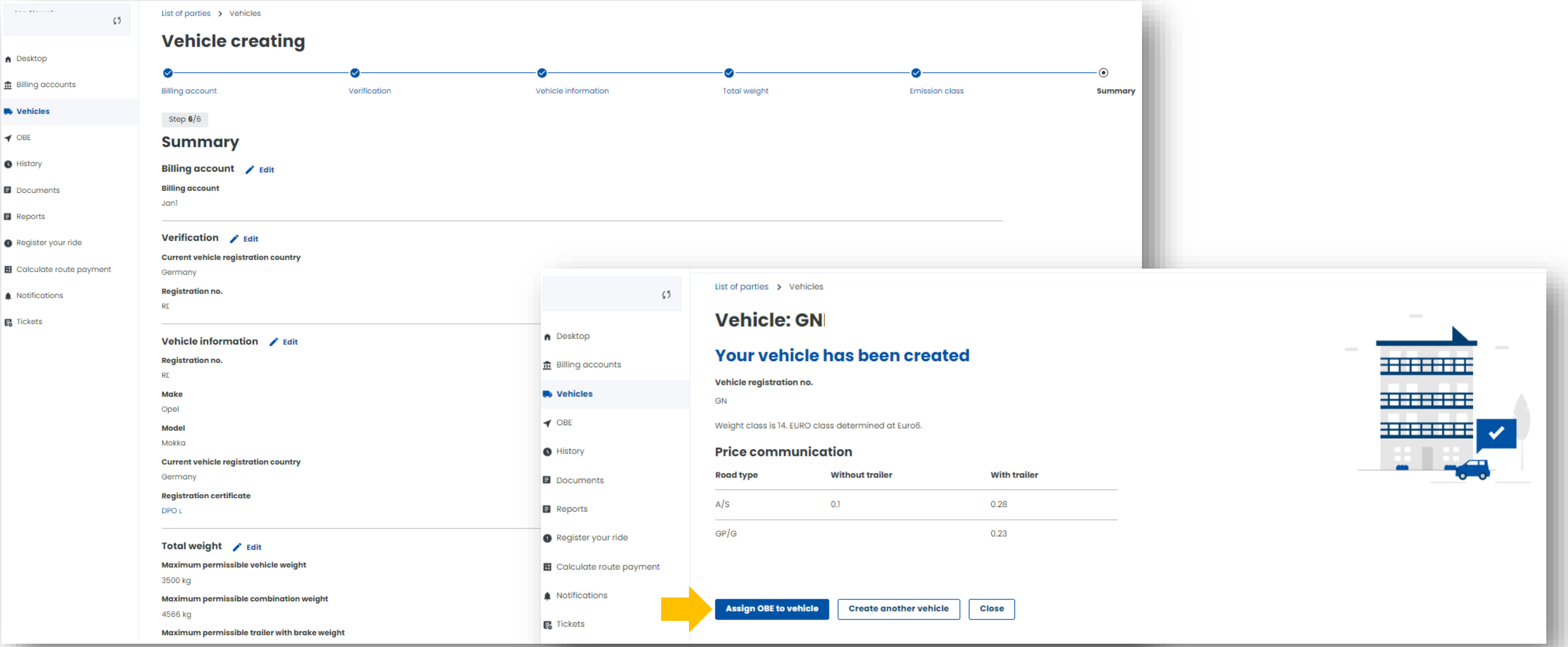
Step 5. Fill in the data from the registration certificate regarding the emission class.
Click *Next step*.

Note the message about the need to add another document confirming the emission class if this data is not in the registration certificate.
Click *Next step*.



Step 6. Summary and creation of the vehicle.

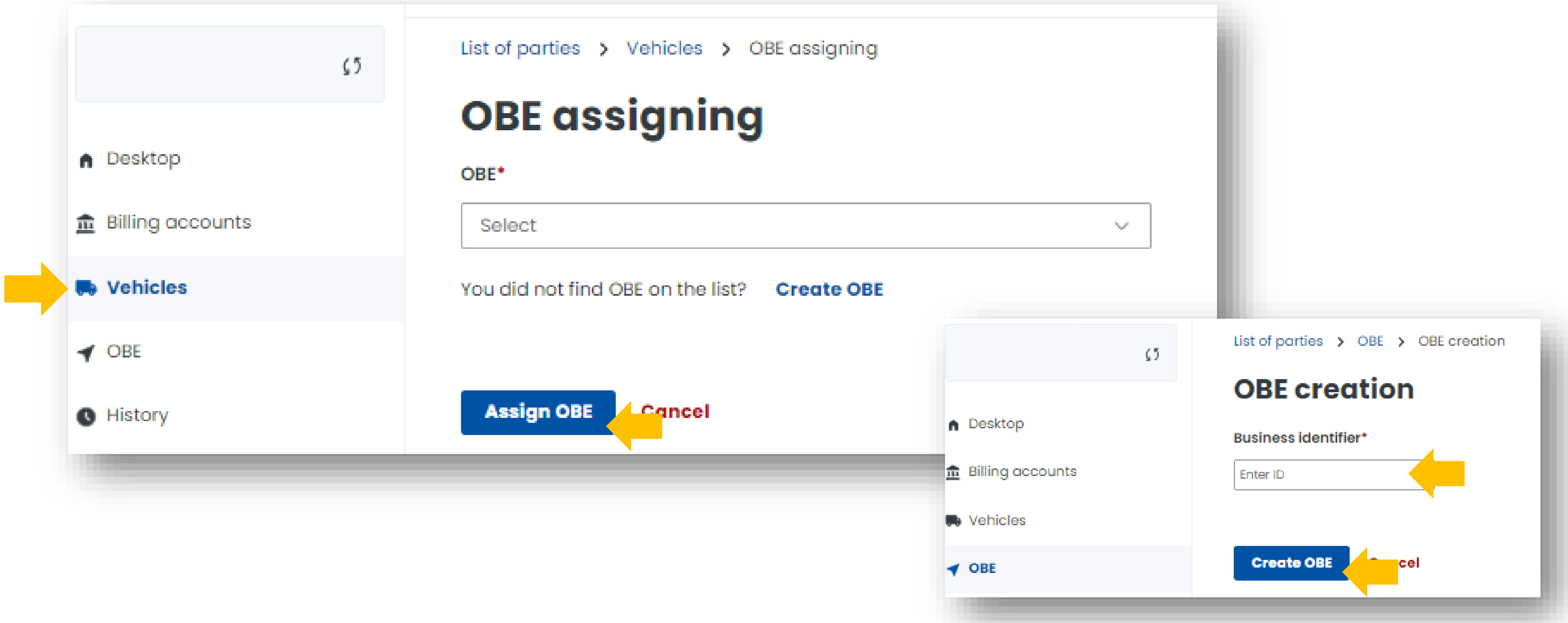
In the summary, the previously entered data will be displayed, to continue click *Create Vehicle*. You will then see that the vehicle has been added correctly. In the next step, select *Assign OBE to vehicle.*



11. Add a location device

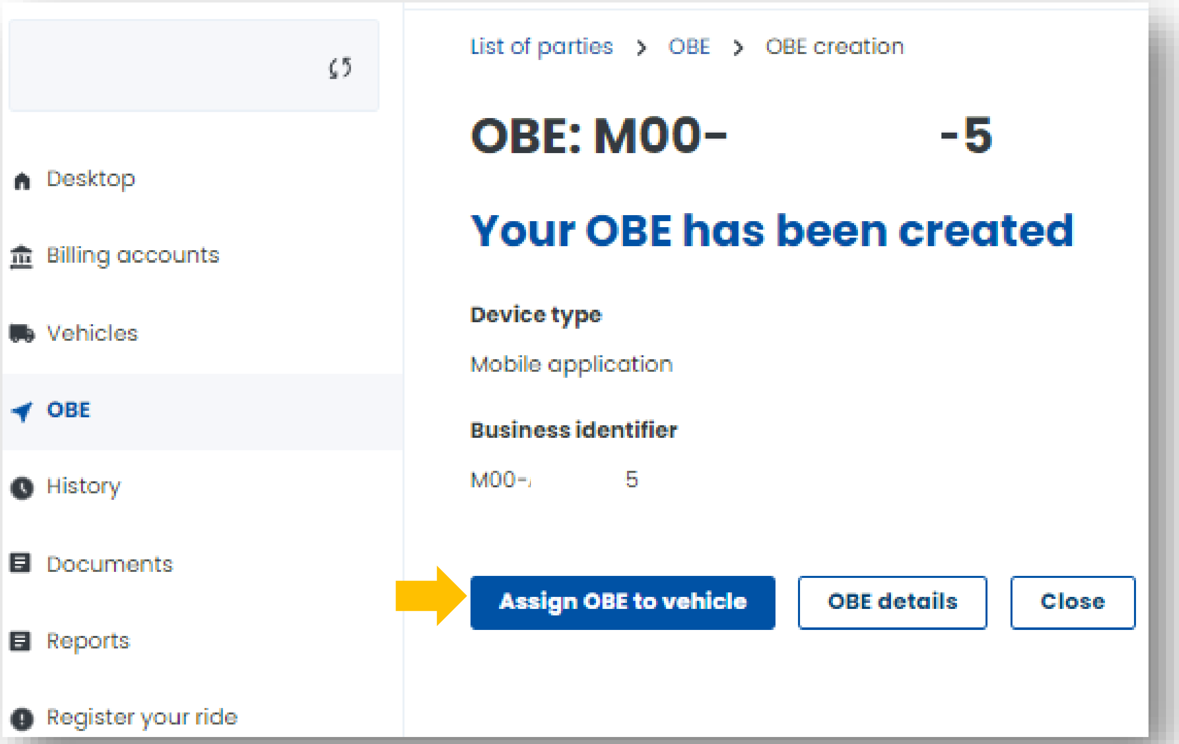
Step 1. You will be redirected to the **Vehicles** tab, click *Assign OBE*.

Step 2. Next, enter the device's unique *Business ID*. Click *Create OBE.*



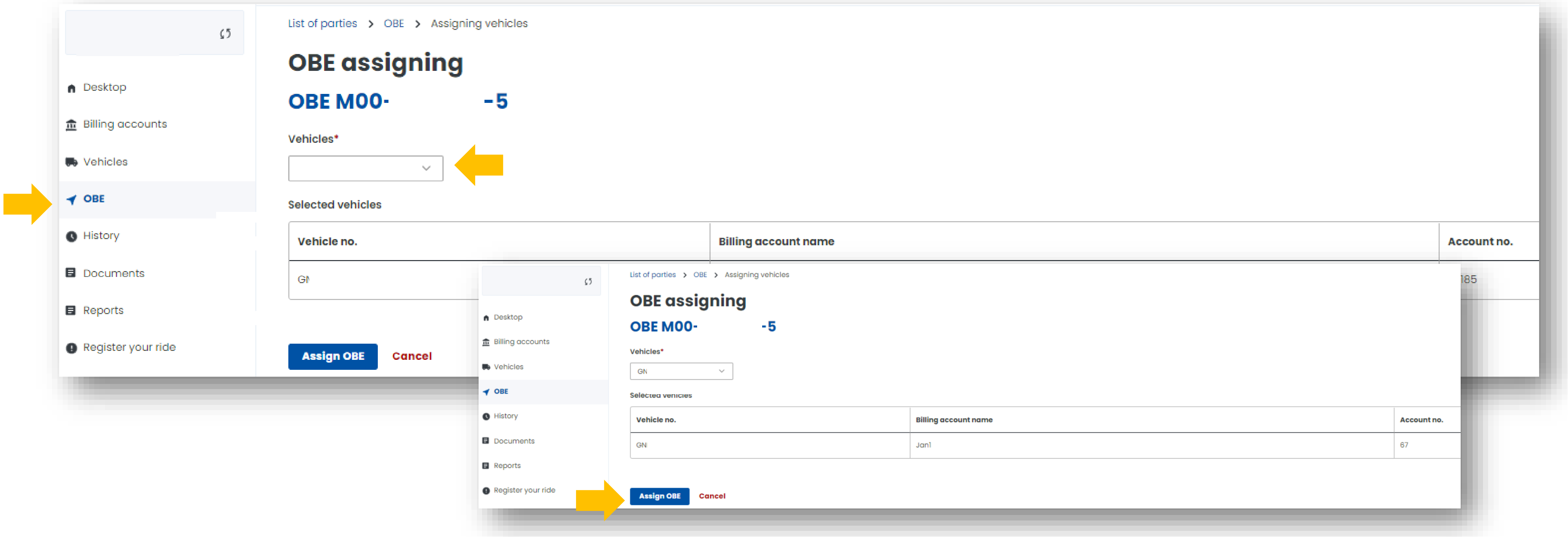
Step 3. You will be notified by a message when the process is complete.

Click *Assign OBE to vehicle*

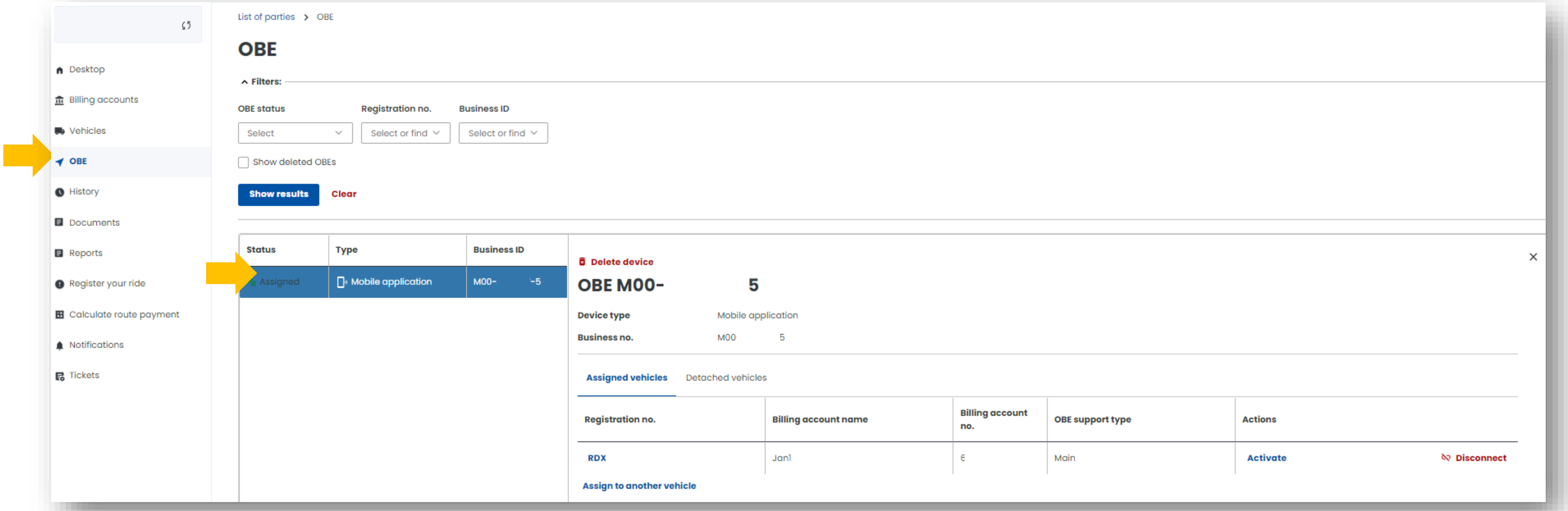


12. Assign the location device to the vehicle

Step 1. Go to the **OBE** tab to assign a device.
Then select the vehicle to which you want to assign your location device from the Vehicles drop-down list. Then click *Assign OBE*.

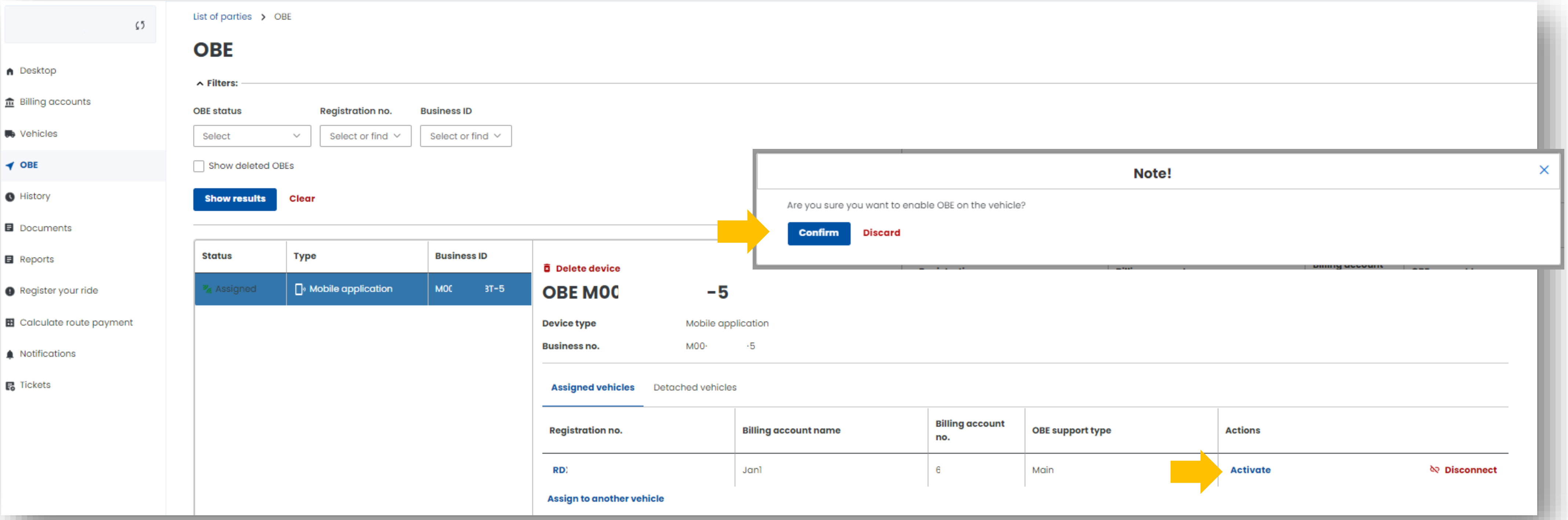


Step 2. Once the device has been successfully assigned to the vehicle, a screen will be displayed with the current status shown in the **Status**: *Assigned*.



13. Activate the location device in the OCA

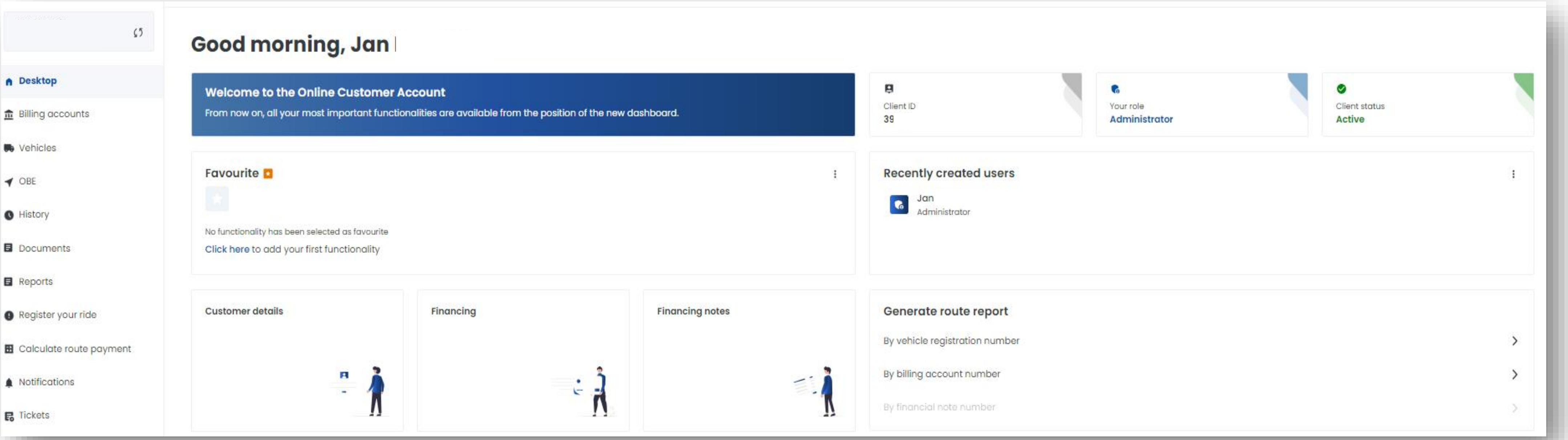
To activate the device, click *Activate* in the **Action** column, and confirm your choice in the message that appears by clicking *Confirm*.



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

In case of successful completion of the OCA account registration process, all fields visible below should be filled in.

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.