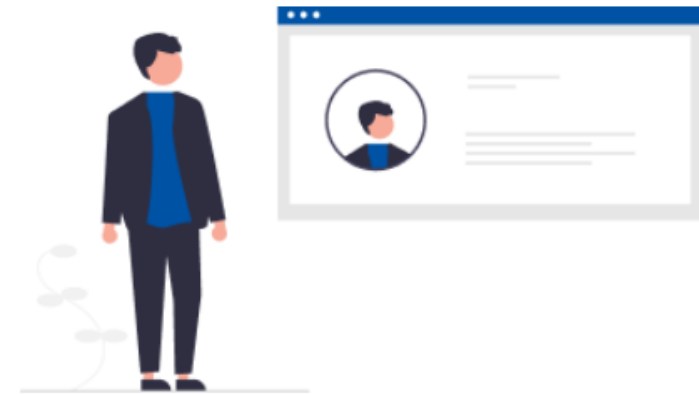


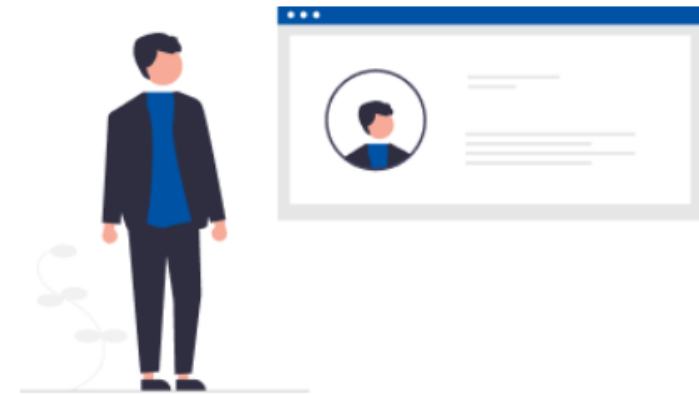
Online Customer Account (OCA)

Creating an account
- private person



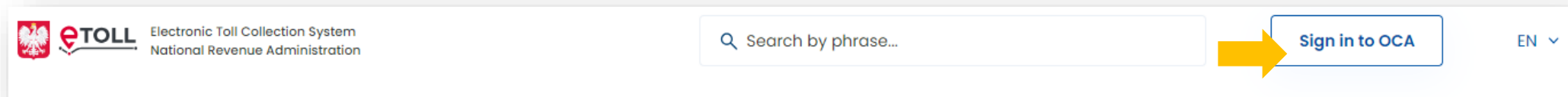
To register in the e-TOLL system, follow the steps below:

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.

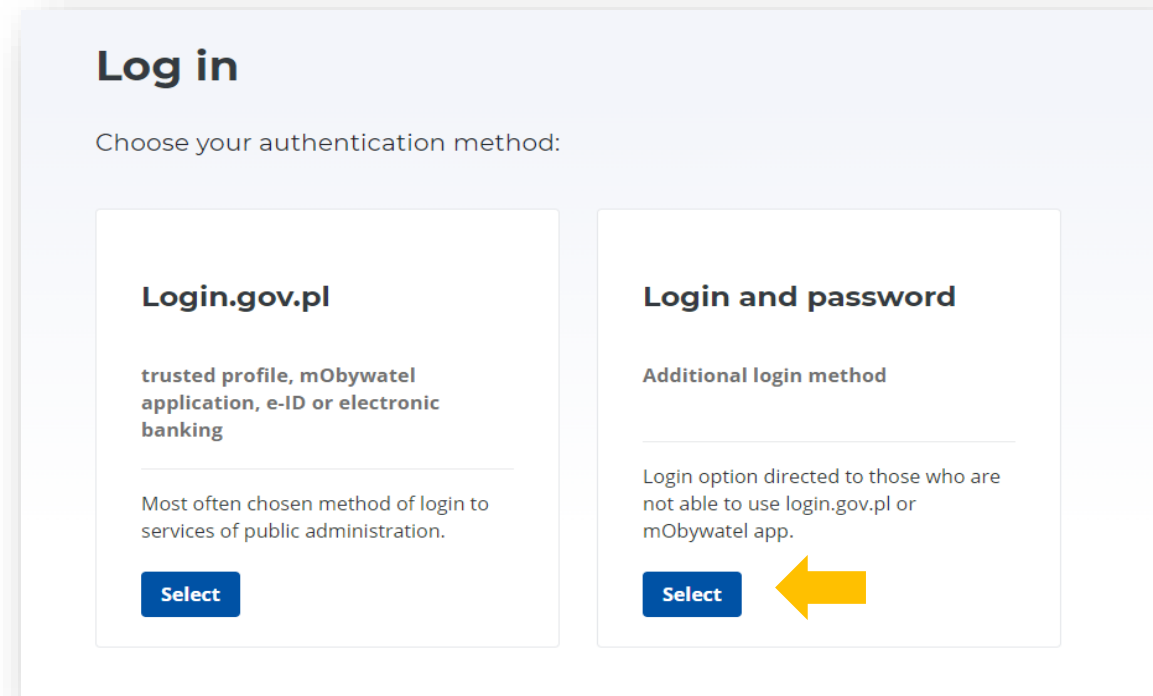


2. Log in and confirm your identity

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).



Log in

Choose your authentication method:

Login.gov.pl

trusted profile, mObywatel application, e-ID or electronic banking

Most often chosen method of login to services of public administration.

Select

Login and password

Additional login method

Login option directed to those who are not able to use login.gov.pl or mObywatel app.

Select

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.

The image displays two screenshots of a web registration interface. The left screenshot shows the 'Register' form with the following fields: 'Nationality*' (dropdown menu), 'E-mail*' (text input with placeholder 'Enter in the format xxx@xxx.xx'), 'First name*' (text input), 'Last name*' (text input), 'Identity document type*' (dropdown menu), and 'Identity document number*' (text input). A yellow arrow points to the 'E-mail*' field, and another points to the 'Identity document number*' field. Below the form are 'Next' and 'Clear data' buttons. The right screenshot shows the 'Register' form after a verification code has been resent, with a green checkmark and the message 'The verification code has been resent. Remaining number of attempts: 3'. It includes a 'Verification code*' field, a 'Resend verification code' link, 'Password*' and 'Confirm password*' fields, and a 'Sign up' button. Below this is a 'Consents' screen with a 'Back' link, two checked checkboxes for terms and conditions, a link to the 'Clause of the Head of the National Tax Administration', and an 'Approved' button.

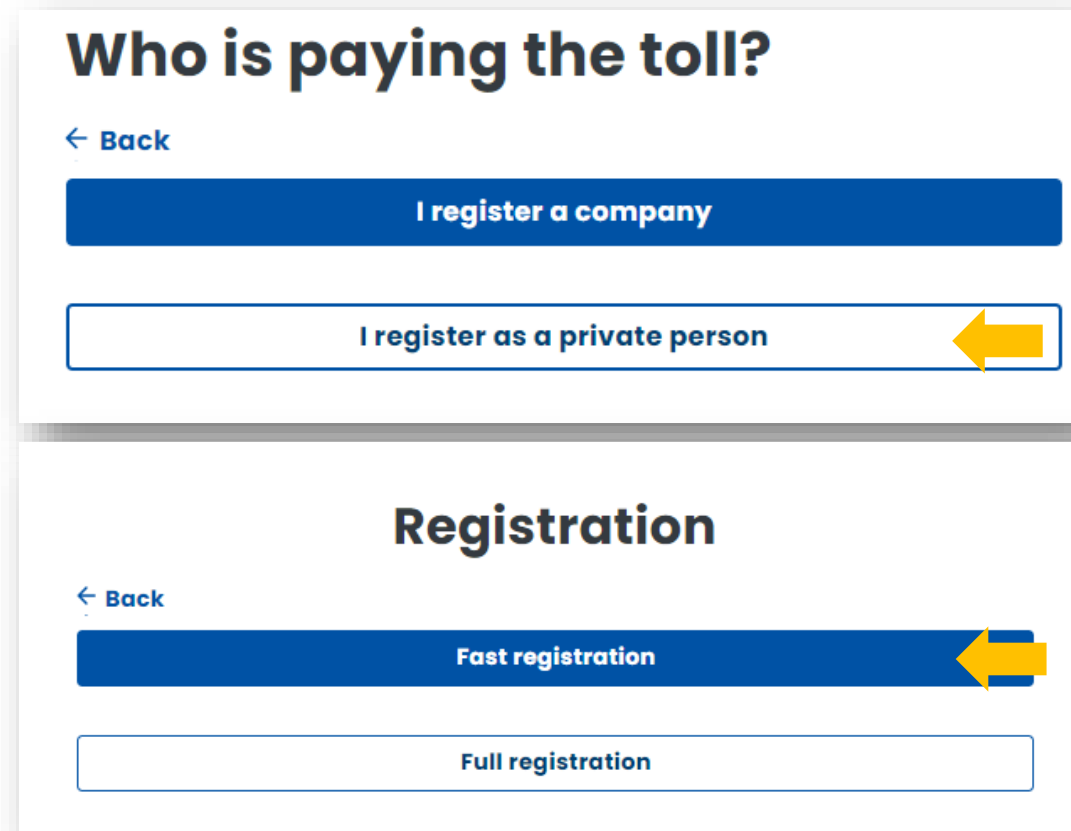
4. Specify the type of entity being registered - an individual (private person)

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 business,
- ✓ full registration - for companies.



Who is paying the toll?

← Back

I register a company

I register as a private person

Registration

← Back

Fast registration

Full registration

Fill in the required fields and accept the consents:

Consents

[← Back](#)

- 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

 **Approved**

Private individual

[← Back](#)

First name

Surname

ID

Contact details

Country*

Region (voivodeship)*

County (powiat)*

Commune (municipality)*

Town/city*

Street*

Building no.* **Apartment no. (optional)**

Post code*

Contact method*

E-mail

E-mail + Phone

E-mail*

Phone number (optional)

Next

6. Create an entity account

Once the entity account has been set up correctly, select [Go to subject list](#).

Account has been created

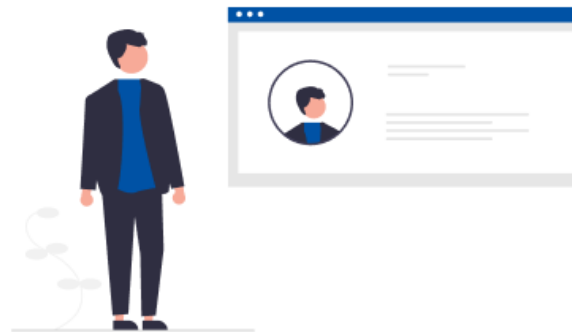
Now you can use prepaid e-TOLL services

If you have attached documents confirming the client's data, our team will verify them online, and then you will receive a confirmation by e-mail address.

To access postpaid e-TOLL services, we need to verify your data.

Client ID

39



[Go to subject list](#)

DP finder

7. Select the entity



To continue the registration process, select an entity.

List of parties

^ Filters:

Customer status	Relation status	Your role
Select	Select	Select

Show results **Clear**

Customer	Customer status	Role
 Jan Passport:	 Unconfirmed	Administrator

[Register a new customer](#) 10 Rows per page

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*.

List of parties > Billing accounts

Billing accounts

^ Filters:

Financing type Billing account status

Select Active

Show results Clear

⚠ Add billing account
To get started go to create billing accounts

⚠ Check that all vehicles have an active OBE
To assign OBE, go to vehicle details

Account status	Account name	Number	Financing type	Vehicles	Balance status
No data					

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.

List of parties > Billing accounts > Creating billing account

Creating billing account

Account name*
Enter a value

Address for account*
 Same as business / personal
 Other
 I want to receive paper debit notes

Recipient name*
Enter name

Country*
Select or find

Town/city*
Enter name

Street*
Enter name

Building number*
Type number

Apartment number (optional)
Type number

Post code*
Enter code

Contact details*
 Same as business / personal
 Other

Contact method*
 E-mail
 E-mail + Phone

E-mail*
Enter e-mail

Mobile phone no. (optional)
Type number

Create account Cancel



List of parties > Billing accounts

Billing account: 67

Your account has been created

To activate the account, assign vehicles and choose the financing option X

Billing account name
Jan1

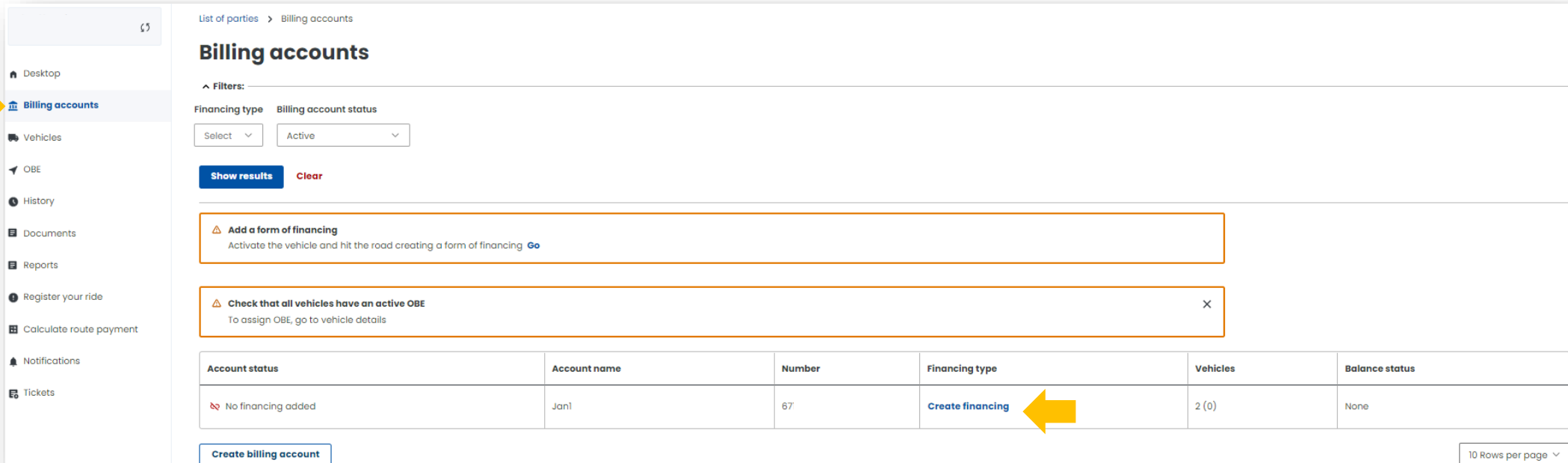
Billing account no.
67

Assign vehicle to account **Create another billing account** **Close**



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*.



The screenshot shows the 'Billing accounts' page in a web application. On the left, a navigation menu is visible with 'Billing accounts' selected and highlighted by a yellow arrow. The main content area displays the 'Billing accounts' title and a filter section with 'Financing type' set to 'Select' and 'Billing account status' set to 'Active'. Below the filters, there are two notification boxes: 'Add a form of financing' and 'Check that all vehicles have an active OBE'. A table below shows one account with the following data:

Account status	Account name	Number	Financing type	Vehicles	Balance status
No financing added	Jan1	67	Create financing	2 (0)	None

The 'Create financing' button in the table is highlighted with a yellow arrow. At the bottom left of the table area, there is a 'Create billing account' button, and at the bottom right, there is a '10 Rows per page' dropdown menu.

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

The screenshot displays a web interface for creating financing. The main area shows 'Step 1/4' titled 'Financing type' with a 'Prepayment' option. A yellow arrow points to this option. An inset window shows 'Step 2/4' titled 'Billing account' with a dropdown menu showing 'Jan1' and a 'Next step' button highlighted with a yellow arrow.

Finally, select *Pay for financing*.

The image displays two sequential screenshots of a web application interface for creating financing. Both screenshots show a sidebar on the left with navigation options: Desktop, Billing accounts, Vehicles, OBE, History, Documents, Reports, and Register your ride. The main content area is titled 'Financing creation' and includes a progress bar with four steps: Financing type, Billing account, Amount of financing, and Summary.

The top screenshot is at 'Step 3/4'. The 'Amount of financing' section is active, showing a minimum of 20 PLN and a text input field with the placeholder 'PLN Enter amount'. Below the input field are 'Previous step' and 'Next step' buttons. A yellow arrow points to the 'Next step' button.

The bottom screenshot is at 'Step 4/4'. The 'Summary' section is active, displaying the details of the financing: 'Financing type' (Prepayment), 'Billing account' (Jan1), and 'Amount of financing' (20 PLN). At the bottom of the summary, there are 'Pay for financing' and 'Cancel' buttons. A yellow arrow points to the 'Pay for financing' button.

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*.

Select Payment Method

Choose your preferable payment gateway from this list.

Payment Card

Petrol Card

Blik

Bank Transfers

Continue to Pay 20.00 zł

[Cancel payment](#)

List of parties > Financing

Prepayment

Do you want the system to automatically top up the account from the card you just made the payment with?*

Yes

No

Next

List of parties > Financing

Prepayment

Financing has been created

Payment added correctly; 20 PLN

Billing account name
Jan1

Billing account no.
671€

Close 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*.

The screenshot shows a web application interface for managing vehicles. On the left is a sidebar with navigation items: Desktop, Billing accounts, **Vehicles** (highlighted with a yellow arrow), OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main content area is titled 'List of parties > Vehicles' and 'Vehicles'. It features a 'Filters' section with dropdown menus for 'Billing account status' (set to 'Active'), 'Billing accounts', 'Country code', and 'Registration no.'. Below the filters is an 'OBE' section with a search dropdown and a checkbox for 'Show deactivated vehicles'. A blue 'Show results' button and a red 'Clear' button are present. A warning message states: 'Check that all vehicles have an active OBE. To assign OBE, go to vehicle details'. Below this is a table with columns: Vehicle status, Registration plate, Weight class, Exhaust class, Enabled OBE, Billing account name, and Account status. The table currently shows 'No data'. At the bottom of the main content area is a blue 'Create vehicle' button, which is highlighted with a yellow arrow.

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

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

The screenshot shows the 'Vehicle creating' process at Step 1/6, 'Billing account'. A progress bar at the top indicates the current step. The left sidebar contains navigation options: Desktop, Billing accounts, Vehicles (highlighted), OBE, History, Documents, Reports, Register your ride, Calculate route payment, and Notifications. The main content area shows a dropdown menu for 'Billing account*' with 'Jan1' selected. Below it, a link 'Create billing account' is visible. At the bottom, a blue 'Next step' button is highlighted with a yellow arrow.

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

The screenshot shows the 'Vehicle creating' process at Step 2/6, 'Verification'. The progress bar now shows the 'Verification' step as active. The left sidebar is the same as in Step 1. The main content area shows a dropdown menu for 'Current vehicle registration country*' with 'PL' selected. Below it, a text input field for 'Registration no.*' contains 'Rt'. At the bottom, a blue 'Next step' button is highlighted with a yellow arrow.

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](#).

The screenshot shows a web interface for creating a vehicle record. The progress bar at the top indicates the current step is 'Vehicle information' (Step 3/6). The form contains the following fields:

- Registration no.***: A text input field with a placeholder 'Type number' and a red error message 'This field is required'. A yellow arrow points to this field.
- Make (optional)**: A text input field with a placeholder 'Enter name'.
- Model (optional)**: A text input field with a placeholder 'Enter name'.
- The current country of registration of the vehicle***: A dropdown menu with 'Germany' selected. A yellow arrow points to this dropdown.

A notification box with a red border and a close button (X) contains the text: 'Scan the registration certificate. Registration certificate must be legible and contain information on all completed fields.'

Below the notification box, there is a section for 'Registration certificate*' with a green '+ Add file' button and a red error message 'Attachment required'.

At the bottom of the form, there are two buttons: 'Previous step' and 'Next step'. A yellow arrow points to the 'Next step' button.

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

List of parties > Vehicles

Vehicle creating

Progress: Billing account (✓) | Verification (✓) | Vehicle information (✓) | **Total weight** (○) | Emission class (○) | Summary (○)

Step 4/6

Total weight

Vehicle has more than 9 seats (driver included)

Rest

Maximum permissible vehicle weight*

kg Enter a weight

Maximum permissible combination weight*

kg Enter a weight

Maximum permissible trailer with brake weight*

kg Enter a weight

Maximum permissible trailer w/o brake weight*

kg Enter a weight

⚠ Scan the registration certificate

Registration certificate must be legible and contain information on all completed fields.

Registration certificate*

.pdf Delete

+ Add another file

Previous step 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*.

List of parties > Vehicles

Vehicle creating

Progress: Billing account ✓, Verification ✓, Vehicle information ✓, Total weight ✓, **Emission class** ○, Summary ○

Step 5/6

Emission class

Exhaust emission class*
Select

Registration certificate*
a.pdf Delete

+ Add another file

ⓘ If the information about class is not included in the vehicle registration document - also attach another document confirming data

Class confirmation document (optional)
+ Add file

Previous step **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](#).

Vehicle creating

Progress: Billing account, Verification, Vehicle information, Total weight, Emission class, **Summary**

Step 6/6

Summary

Billing account [Edit](#)

Billing account
Jan1

Verification [Edit](#)

Current vehicle registration country
Germany

Registration no.
RC

Vehicle information [Edit](#)

Registration no.
RC

Make
Opel

Model
Mokka

Current vehicle registration country
Germany

Registration certificate
DPO L

Total weight [Edit](#)

Maximum permissible vehicle weight
3500 kg

Maximum permissible combination weight
4566 kg

Maximum permissible trailer with brake weight

Vehicle: GN

Your vehicle has been created

Vehicle registration no.
GN

Weight class is 14. EURO class determined at Euro6.

Price communication

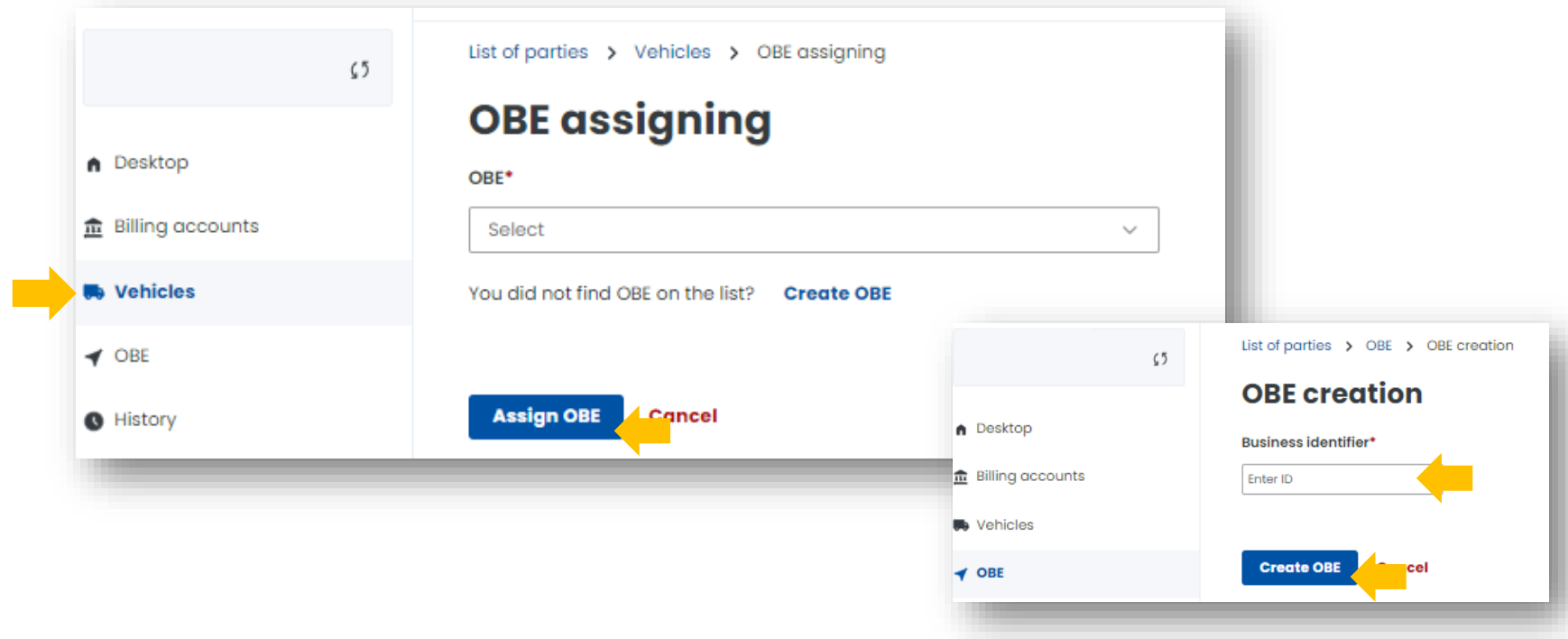
Road type	Without trailer	With trailer
A/S	0.1	0.28
GP/G		0.23

[Assign OBE to vehicle](#) [Create another vehicle](#) [Close](#)

11. Add a location device

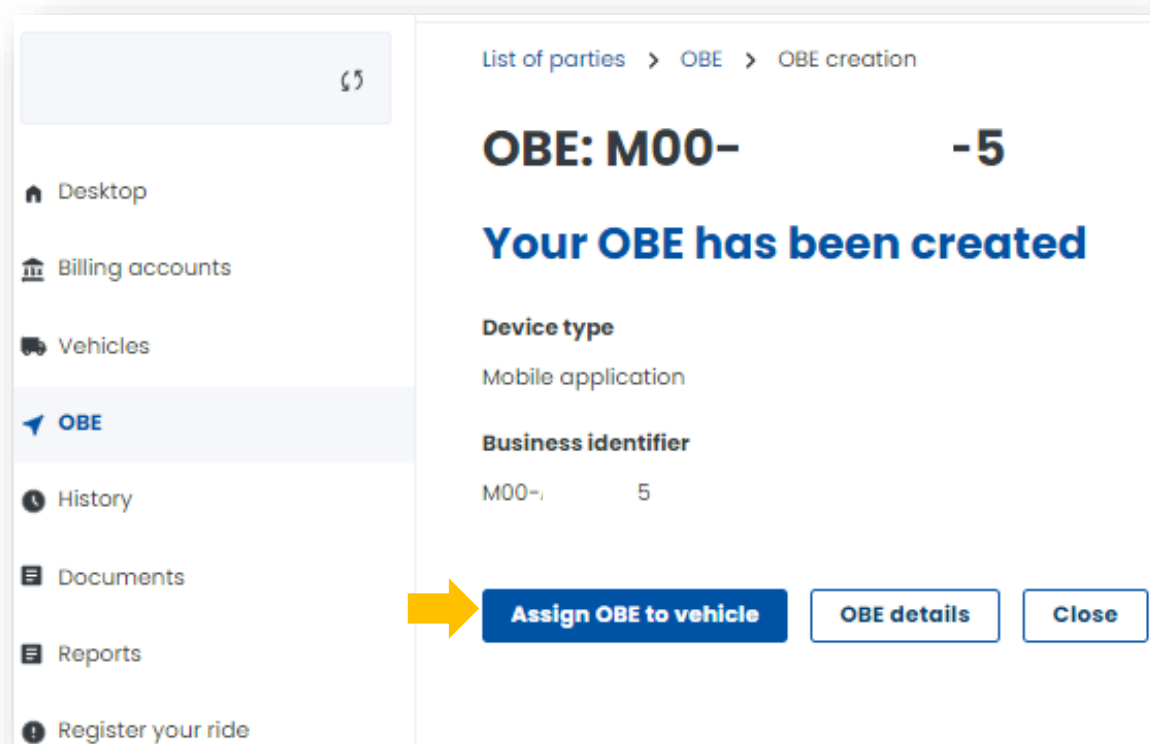
Step 1. You will be redirected to the **Vehicles** tab, click *Assign OBE*.

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*.

The screenshot displays the 'OBE assigning' interface. The main window shows the breadcrumb 'List of parties > OBE > Assigning vehicles' and the title 'OBE assigning' with 'OBE M00-' and '-5'. A 'Vehicles*' dropdown menu is highlighted with a yellow arrow. Below it, a table titled 'Selected vehicles' is visible, with columns for 'Vehicle no.', 'Billing account name', and 'Account no.'. A smaller, semi-transparent version of the same interface is overlaid on top, also with a yellow arrow pointing to the 'Assign OBE' button. The left sidebar contains navigation options: Desktop, Billing accounts, Vehicles, OBE (highlighted with a yellow arrow), History, Documents, Reports, and Register your ride.

Vehicle no.	Billing account name	Account no.
GN		185

Vehicle no.	Billing account name	Account no.
GN	Jan1	67

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***.

The screenshot shows a web application interface for managing OBEs. On the left is a navigation menu with items like Desktop, Billing accounts, Vehicles, OBE (highlighted with a yellow arrow), History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main area is titled 'List of parties > OBE' and 'OBE'. It includes filter fields for OBE status, Registration no., and Business ID, along with 'Show results' and 'Clear' buttons. Below the filters is a table with columns: Status, Type, Business ID, and a detailed view area. The table contains one row with Status 'Assigned', Type 'Mobile application', and Business ID 'M00-5'. A yellow arrow points to this row. The detailed view area shows 'Delete device', 'OBE M00-5', 'Device type: Mobile application', 'Business no.: M00 5', and a table of 'Assigned vehicles' with columns for Registration no., Billing account name, Billing account no., OBE support type, and Actions. The 'Assigned vehicles' table has one row with Registration no. 'RDX', Billing account name 'Jan1', Billing account no. '6', OBE support type 'Main', and Actions 'Activate' and 'Disconnect'.

Status	Type	Business ID											
Assigned	Mobile application	M00-5	<p>Delete device</p> <p>OBE M00-5</p> <p>Device type: Mobile application</p> <p>Business no.: M00 5</p> <p>Assigned vehicles Detached vehicles</p> <table border="1"> <thead> <tr> <th>Registration no.</th> <th>Billing account name</th> <th>Billing account no.</th> <th>OBE support type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>RDX</td> <td>Jan1</td> <td>6</td> <td>Main</td> <td>Activate Disconnect</td> </tr> </tbody> </table> <p>Assign to another vehicle</p>	Registration no.	Billing account name	Billing account no.	OBE support type	Actions	RDX	Jan1	6	Main	Activate Disconnect
Registration no.	Billing account name	Billing account no.	OBE support type	Actions									
RDX	Jan1	6	Main	Activate Disconnect									

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*.

The screenshot shows the 'OBE' management interface. On the left is a sidebar with navigation items: Desktop, Billing accounts, Vehicles, OBE (selected), History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main area is titled 'List of parties > OBE' and contains a filter section with dropdowns for 'OBE status', 'Registration no.', and 'Business ID', along with a 'Show deleted OBEs' checkbox and 'Show results' and 'Clear' buttons. Below the filters is a table with columns 'Status', 'Type', and 'Business ID'. One row is visible with status 'Assigned', type 'Mobile application', and business ID 'M00 3T-5'. To the right of this row is a summary card for 'OBE M00 -5' with details for 'Device type' (Mobile application) and 'Business no.' (M00 -5). Below the summary card are two tabs: 'Assigned vehicles' (active) and 'Detached vehicles'. The 'Assigned vehicles' tab contains a table with columns 'Registration no.', 'Billing account name', 'Billing account no.', 'OBE support type', and 'Actions'. A row in this table has 'RD:' for registration no., 'Jan1' for billing account name, '6' for billing account no., and 'Main' for OBE support type. In the 'Actions' column of this row, there is a blue 'Activate' button and a red 'Disconnect' button. A yellow arrow points from the 'Activate' button to a 'Note!' dialog box that appears over the table. The dialog box contains the text 'Are you sure you want to enable OBE on the vehicle?' and has 'Confirm' and 'Discard' buttons. Another yellow arrow points from the 'Confirm' button in the dialog back to the 'Activate' button in the table.

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.

The screenshot shows a user interface for an online customer account. At the top left, there is a navigation menu with items: Desktop, Billing accounts, Vehicles, OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main content area starts with a greeting "Good morning, Jan" and a blue banner that says "Welcome to the Online Customer Account" with a sub-message: "From now on, all your most important functionalities are available from the position of the new dashboard." Below this is a "Favourite" section with a star icon and a message: "No functionality has been selected as favourite. Click here to add your first functionality." To the right, there are three summary cards: "Client ID 39", "Your role Administrator", and "Client status Active". Below these are two more sections: "Recently created users" showing "Jan Administrator" and "Generate route report" with three options: "By vehicle registration number", "By billing account number", and "By financial note number". At the bottom, there are three cards for "Customer details", "Financing", and "Financing notes", each with an icon of a person and a document.

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