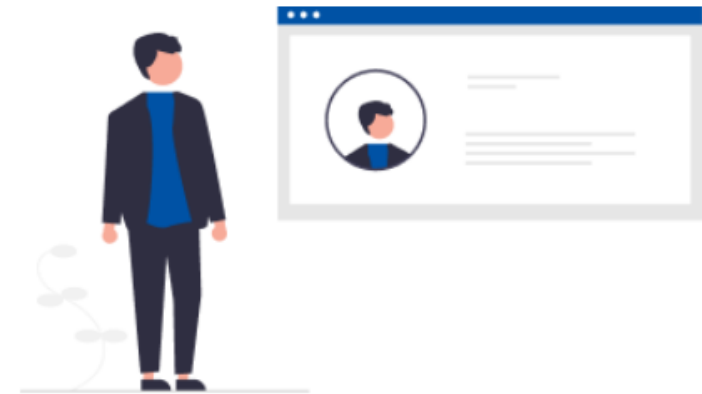


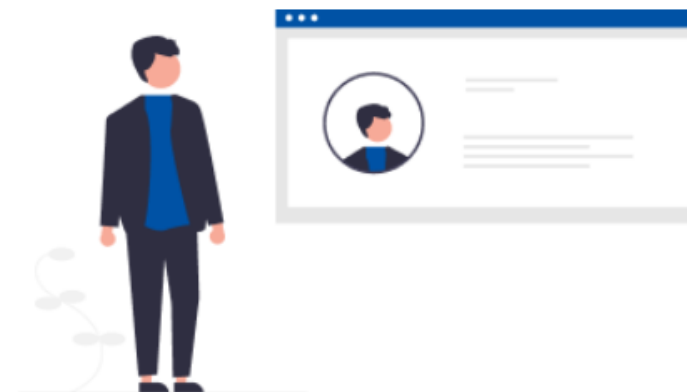
Online Customer Account (OCA)

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. Specify the type of entity being registered
4. Create an entity account
5. Select the entity
6. Create a billing account
7. Create financing
8. Add a vehicle and assign it to the settlement account
9. Add a location device
10. Assign the location device to the vehicle
11. Activate the device



1. Go to etoll.gov.pl

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

eTOLL Electronic Toll Collection System
National Revenue Administration

Search by phrase... [Sign in to OCA](#) EN

e-TOLL system Registration in e-TOLL Tools for toll payment User area Providers area

System e-TOLL

The only system in Poland enabling heavy goods vehicle users to fulfill the obligation to pay electronic tolls for heavy vehicle driving on General Directorate for National Roads and Motorways (GDDKiA) -managed toll road sections in Poland.

[Register](#) [Online Customer Account](#)

Articles

- Modification of the presentation of
- Are you going to the May weekend
- Light vehicles - control of the

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

After selecting this option, the system will ask you to set a login (e-mail address) and a password to log in.

Once you have completed your details, select **Sign up**.

Login and password

Enter the data to confirm your identity.

[← Back](#)

Login*

Password*



[Forgot your password?](#)

Log in

Clear

No account? [Sign up](#)



Enter the verification code sent to the email address provided and set a password.

Then select **Sign up**.

Register

Enter the code from the message provided and set the password.

[← Back](#)

✔ Verification code was sent to the given email address. Enter the code from the message provided and set a password to complete the registration.

Verification code*

[Resend verification code](#)

Password* ⓘ

Confirm password*

 **Sign up**

Welcome in Online Customer Account

 Jan Kowalski
PESEL:



Next step

Did you know that...

The A1 highway, called Gierkówka, is the main connection between the north and south of Poland, connecting the Tricity with the Czech Republic.

Ministerstwo
Finansów



[Privacy policy](#)

[The NRA Head privacy notice](#)



E-TOLL helpline
+48 22 24 337 77



3. Specify the type of entity being registered - an private individual

What do you want to register?

Business

Private individual


Did you know that...

The Polish A4 highway is part of the international route E40, the longest European route, connecting Calais in France with Ridder in Kazakhstan.

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

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

4. Create an entity account

 **Private person details** Step 1/3

Country*

Post code* **Town/city***

Street*

Building number* **Apartment number**

Contact details


Contact method*

E-mail

E-mail + Phone

E-mail*


Phone


 **Next step**

Did you know that...

The shortest highway in Poland, A8 (Wrocławski Węzeł Autostradowy), is only 24.5 km long and is used as a bypass for Wrocław.

Fill in the required fields and accept the consents. Then select **Next step**.

 **Consents** Step 2/3

 **Processing of personal data**

* 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. The clause is available at the following link: [Clause of the Head of the National Tax Administration](#)

User marketing

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


Customer marketing


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

Next step

Did you know that...

The A1 highway, called Gierkówka, is the main connection between the north and south of Poland, connecting the Tricity with the Czech Republic.

 **Consents** Step 2/3

 **Processing of personal data**

* 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. The clause is available at the following link: [Clause of the Head of the National Tax Administration](#)

This field is required

In the summary, you will see all the previously entered data. You can still edit them. If they are correct, select **Create account**. You can cancel your registration here.

The screenshot shows a registration summary page with a modal window for 'Consents'. The summary page includes sections for 'Registrant's data', 'Fee payment', and 'Private person details'. The modal window contains three sections: 'Processing of personal data*' with a checked checkbox, 'User marketing' with an unchecked checkbox, and 'Customer marketing' with an unchecked checkbox. At the bottom of the modal are two buttons: 'Create account' (blue) and 'Cancel your registration' (red). A yellow arrow points to the 'Create account' button.

Summary Step 3/3

Registrant's data

First name
Jan

Surname
Kowalski

PESEL
1

Fee payment [Edit](#)

Paying entity
Private individual

Private person details [Edit](#)

Country
Poland

Town/city
Warszawa

Street
Warszawska

Building number
11

Apartment number
1

Post code
00-000

Contact method
E-mail

E-mail
j

Did you know that...
The shortest highway in Poland, A8 (Wrocławski Węzeł Autostradowy), is only 24.5 km long and is used as a bypass for Wrocław.

Consents [Edit](#)

Processing of personal data*

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. [Clause of the Head of the National Tax Administration](#)

User marketing

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

Customer marketing

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

[Create account](#) [Cancel your registration](#)

When you select **Show tutorial**, you will see brief instructions on how to create an account in the Online Customer Account in a few steps.

Registration - Online Customer Account
You already have an account in the system

Jan Kowalski
PESEL:
Client ID:

[Go to the OCA portal](#) [Show tutorial](#)

Did you know that...
The shortest highway in Poland, A8 (Wrocławski Węzeł Autostradowy), is only 24.5 km long and is used as a bypass for Wrocław.

Step 1 | Create a billing account

The billing account plays a key role in the e-TOLL system. Creating it is the basic and first step in enabling the use of the e-TOLL system.

Next step

[Go to the OCA portal](#)



1. Create a billing account

2. Create financing

3. Create a vehicle and assign it to your account

4. Create OBE and assign it to a vehicle

Step 2 | Create financing

Once you have successfully created your billing account, the next step is to create financing to provide tolls. You can choose from three options: **prepayment**, **deferred payment** and **fleet card**. Each of them is adapted to different needs and financial management preferences.

Next step

Go to the OCA portal



1. Create a billing account

2. Create financing

3. Create a vehicle and assign it to your account

4. Create OBE and assign it to a vehicle

Step 3 | Create a vehicle and assign it to your account

The next important step is to **create a vehicle and assign it to billing account**. This process allows you to precisely manage your fares, ensuring that all transactions are correctly allocated to the appropriate vehicles in your fleet or private vehicle.

Next step

Go to the OCA portal



1. Create a billing account

2. Create financing

3. Create a vehicle and assign it to your account

4. Create OBE and assign it to a vehicle

Step 4 | Create OBE and assign it to a vehicle

As a final step, to fully use the Online Customer Account, you have to **add your OBE business ID and assign it to your vehicle**. This action, after activating the device, will ensure automatic charging of fees. The active device enables convenient and uninterrupted use of toll roads without the need for manual management.

[Go to the OCA](#)



1. Create a billing account

2. Create financing

3. Create a vehicle and assign it to your account


4. Create OBE and assign it to a vehicle


Once your account has been set up correctly, select [Go to the OCA portal](#).

[<](#)

Registration - Online Customer Account

You already have an account in the system

 Jan Kowalski
PESEL:
Client ID:

 [Go to the OCA portal](#) [Show tutorial](#)

Did you know that...

The shortest highway in Poland, A8 (Wrocławski Węzeł Autostradowy), is only 24.5 km long and is used as a bypass for Wrocław.

5. Select the parties

To continue the registration process, select an **Customer**.

List of parties

^ Filters:

Customer status

Relation status

Your role

Show results


Clear

Customer

Customer status

Role

 Jan
PESEL:

 Active

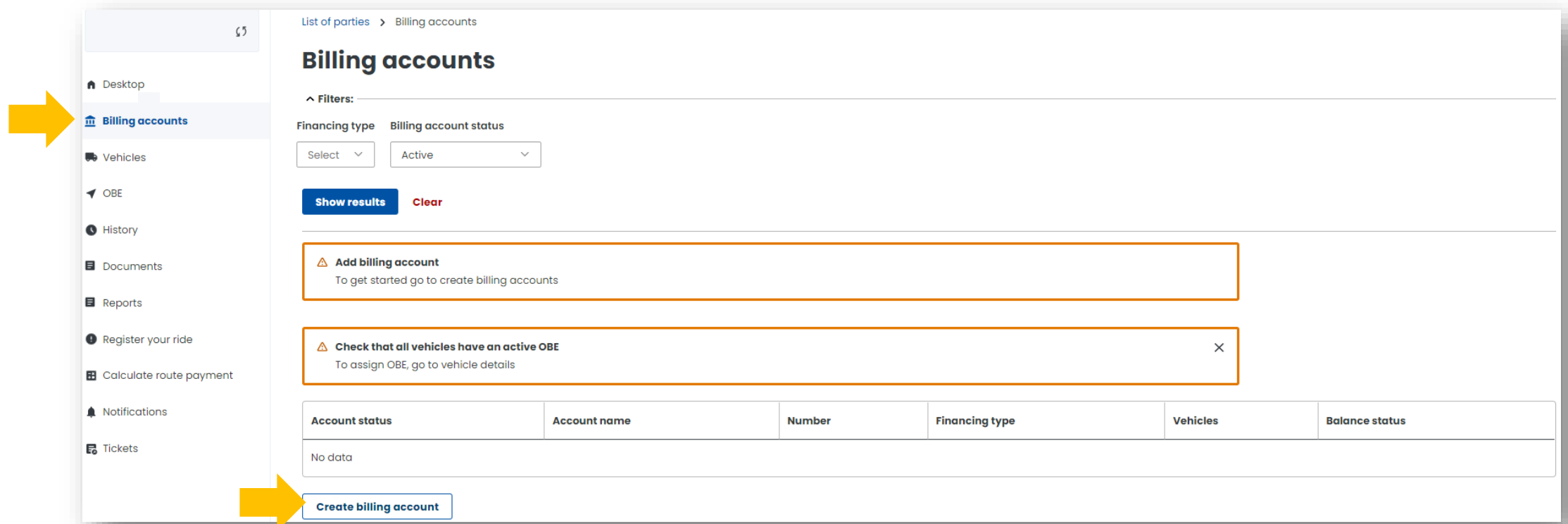
Administrator

Register a new customer

10 Rows per page

6. 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**.



The screenshot shows the 'Billing accounts' page in a web application. On the left, a sidebar menu contains several items: Desktop, Billing accounts (highlighted with a yellow arrow), Vehicles, OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main content area is titled 'Billing accounts' and includes a breadcrumb 'List of parties > Billing accounts'. Below the title, there are filter sections for 'Financing type' (set to 'Select') and 'Billing account status' (set to 'Active'). A 'Show results' button and a 'Clear' link are present. Two warning messages are displayed: 'Add billing account' (To get started go to create billing accounts) and 'Check that all vehicles have an active OBE' (To assign OBE, go to vehicle details). At the bottom, a table with columns 'Account status', 'Account name', 'Number', 'Financing type', 'Vehicles', and 'Balance status' is shown, containing the text 'No data'. A 'Create billing account' button is located at the bottom center, with a yellow arrow pointing to it.

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

List of parties > Billing accounts > Creating billing account

Creating billing account

Account name*

Address for account*

Same as business / personal

Other

I want to receive paper debit notes

Recipient name*

Country*

Town/city*

Street*

Building number*

Apartment number (optional)

Post code*

Contact details*

Same as business / personal

Other

Contact method*

E-mail

E-mail + Phone

E-mail*

Mobile phone no. (optional)

Create account **Cancel**

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

List of parties > Billing accounts

Billing account:

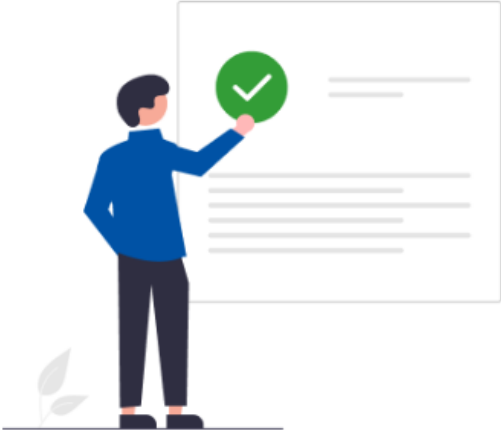
Your account has been created

⚠ To activate the account, assign vehicles and choose the financing option ✕

Billing account name
Jan1

Billing account no.

Assign vehicle to accountCreate another billing**Close**



7. 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. The left sidebar contains a menu with 'Billing accounts' highlighted. The main content area has a breadcrumb 'List of parties > Billing accounts' and a title 'Billing accounts'. Below the title are filter sections for 'Financing type' (set to 'Select') and 'Billing account status' (set to 'Active'). There are 'Show results' and 'Clear' buttons. Two orange-bordered boxes highlight messages: 'Add a form of financing' and 'Check that all vehicles have an active OBE'. A table below shows one row with columns: Account status, Account name, Number, Financing type, Vehicles, and Balance status. The 'Financing type' cell contains a 'Create financing' link, which is pointed to by a yellow arrow. A 'Create billing account' button is at the bottom left, and '10 Rows per page' is at the bottom right.

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

Step 2. Select a Financing Type.
The instructions below apply to prepayment.

The screenshot shows a web application interface. On the left is a sidebar with a search bar and navigation items: Desktop, Billing accounts, Vehicles, OBE, History, and Documents. The main content area is titled 'List of parties > Financing' and 'Financing creation'. Below this is a progress indicator 'Step 1/4' and the heading 'Financing type'. A card titled 'Prepayment' features an illustration of a person at a computer and a large yellow arrow pointing left. Below the card, it says 'Make a payment by card, BLIK or bank transfer.'

Then select the billing account from the drop-down list. Click **Next step**.
Finally, select **Pay for financing**.

The image displays three sequential screenshots of the 'Financing creation' process in a web application. Each screenshot shows a progress bar at the top with four steps: Financing type, Billing account, Amount of financing, and Summary.

- Step 2/4: Billing account** - The 'Billing account' step is active. A dropdown menu is open, showing 'Jan1'. Below the dropdown, there is a link 'Create billing account' and 'Previous step' and 'Next step' buttons.
- Step 3/4: Amount of financing** - The 'Amount of financing' step is active. A text input field is labeled 'Amount of financing*' with a minimum value of 20 PLN. Below the field, there is a 'Previous step' and 'Next step' button.
- Step 4/4: Summary** - The 'Summary' step is active. It displays the details of the financing: 'Financing type: Prepayment', 'Billing account: Jan1', and 'Amount of financing: 20 PLN'. At the bottom, there is a 'Pay for financing' button (highlighted with a yellow arrow) and a 'Cancel' 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**.

The image displays two screenshots from a web application. The left screenshot, titled "Select Payment Method", shows a list of payment options: Payment Card (with logos for Mastercard, ID Check, Visa, and Visa Secure), Petrol Card (with logos for OKY, WIP, R, Card, and EW EUROWAG), Blik (with the Blik logo), and Bank Transfers (with a bank icon). A yellow arrow points to the "Bank Transfers" option. Below the list is a blue button labeled "Continue to Pay 20.00 zł" and a link for "Cancel payment". The right screenshot shows the "Prepayment" confirmation page. It asks, "Do you want the system to automatically top up the account from the card you just made the payment with?" with radio buttons for "Yes" and "No" (selected). A yellow arrow points to the "Next" button. Below this, the page shows "Financing has been created" with a confirmation message: "Payment added correctly; 20 PLN". It lists "Billing account name: Jani" and "Billing account no.". At the bottom, there are "Close" and "Assign OBE to vehicle" buttons, with a yellow arrow pointing to the latter.

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

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

List of parties > Vehicles

Vehicles

^ Filters:

Billing account status: Active Country code: Registration no.:

Billing accounts:

OBE: Show deactivated vehicles

Show results [Clear](#)

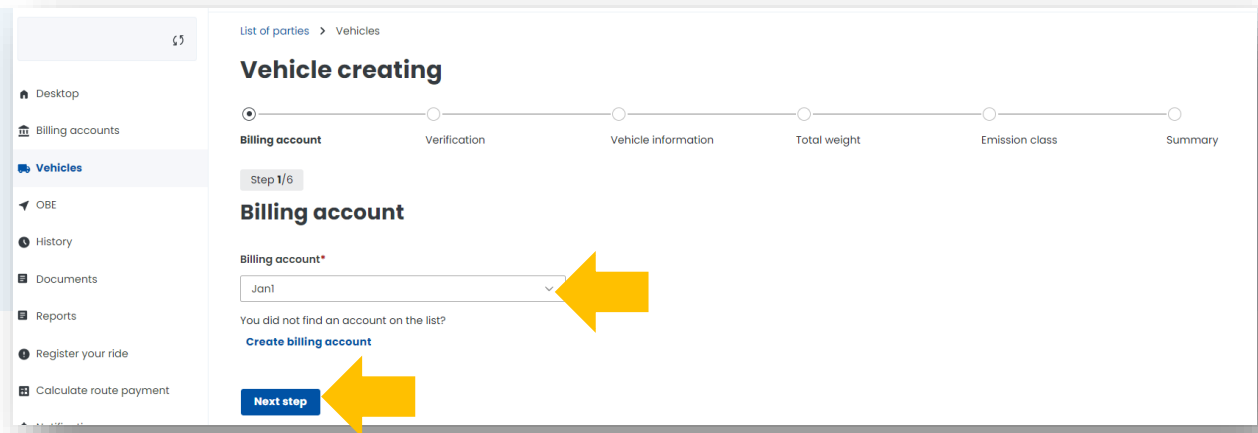
⚠ Check that all vehicles have an active OBE
To assign OBE, go to vehicle details

Vehicle status	Registration plate	Weight class	Exhaust class	Enabled OBE	Billing account name	Account status
No data						

Create vehicle

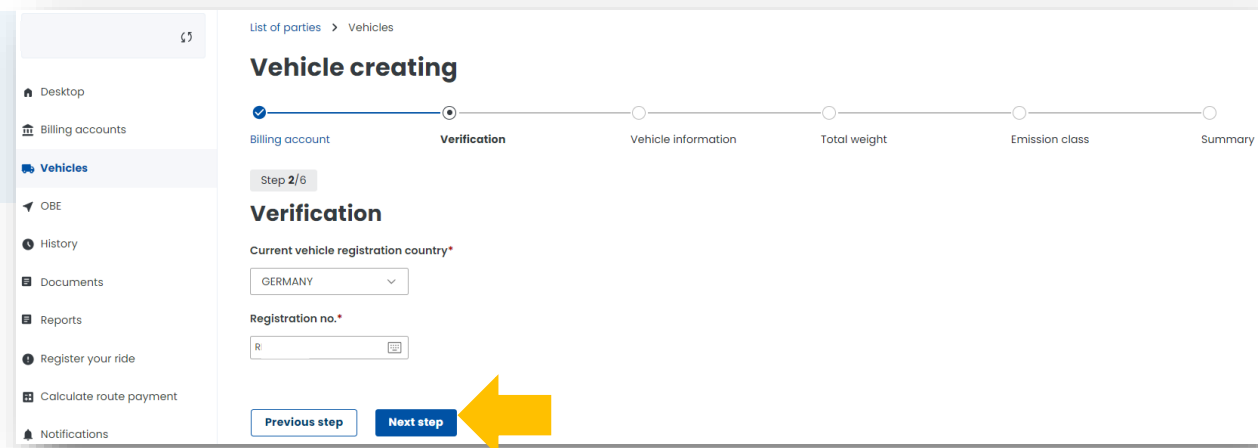
Step 1. You will be redirected to the Vehicles tab.

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**.

The screenshot shows a web interface for creating a vehicle. A progress bar at the top indicates the current step is 'Vehicle information', with previous steps 'Billing account' and 'Verification' completed, and subsequent steps 'Total weight', 'Emission class', and 'Summary' pending. The 'Vehicle information' section includes:

- 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 currently showing 'Germany'.
- Scan the registration certificate**: A warning box with a red triangle icon and a close button (X). The text reads: 'Registration certificate must be legible and contain information on all completed fields.'
- Registration certificate***: A section with a green '+ Add file' button and a red error message 'Attachment required'. A yellow arrow points to this section.

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 bar: Billing account (checked), Verification (checked), Vehicle information (checked), **Total weight** (active), 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

DPK 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**.

The screenshot shows a web interface for 'Vehicle creating' with a progress bar at the top. The progress bar has six steps: Billing account, Verification, Vehicle information, Total weight, Emission class (current step), and Summary. The 'Emission class' step is highlighted with a blue circle. Below the progress bar, the page title is 'Vehicle creating' and the current step is 'Step 5/6'. The main section is titled 'Emission class'. It contains a dropdown menu for 'Exhaust emission class*' with 'Select' as the current value. Below that is a section for 'Registration certificate*' with a 'DPO' field and a '+ Add another file' button. A yellow arrow points to this button. To the right of the 'DPO' field is a 'Delete' button. Below the 'Registration certificate*' section is a message box with an information icon and a close button. The message reads: 'If the information about class is not included in the vehicle registration document - also attach another document confirming data'. Below the message box is a section for 'Class confirmation document (optional)' with an '+ Add file' button. At the bottom of the form are two buttons: 'Previous step' and 'Next step'. A yellow arrow points to the 'Next step' button.

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

Step 6/6

Summary

Billing account [Edit](#)

Billing account
Janl

Verification [Edit](#)

Current vehicle registration country
Germany

Registration certificate
DPO

Vehicle information [Edit](#)

Registration no.

Make
Opel

Model
Mokka

Current vehicle registration country
Germany

Total weight [Edit](#)

Maximum permissible vehicle weight
3500 kg

Maximum permissible combination weight
4566 kg

Maximum permissible trailer with brake weight

Vehicle:

Your vehicle has been created

Vehicle registration no.

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](#)

9. Add a location device

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

List of parties > Vehicles > OBE assigning

OBE assigning

OBE*

Select

You did not find OBE on the list? [Create OBE](#)

Assign OBE **Cancel**

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

List of parties > OBE > OBE creation

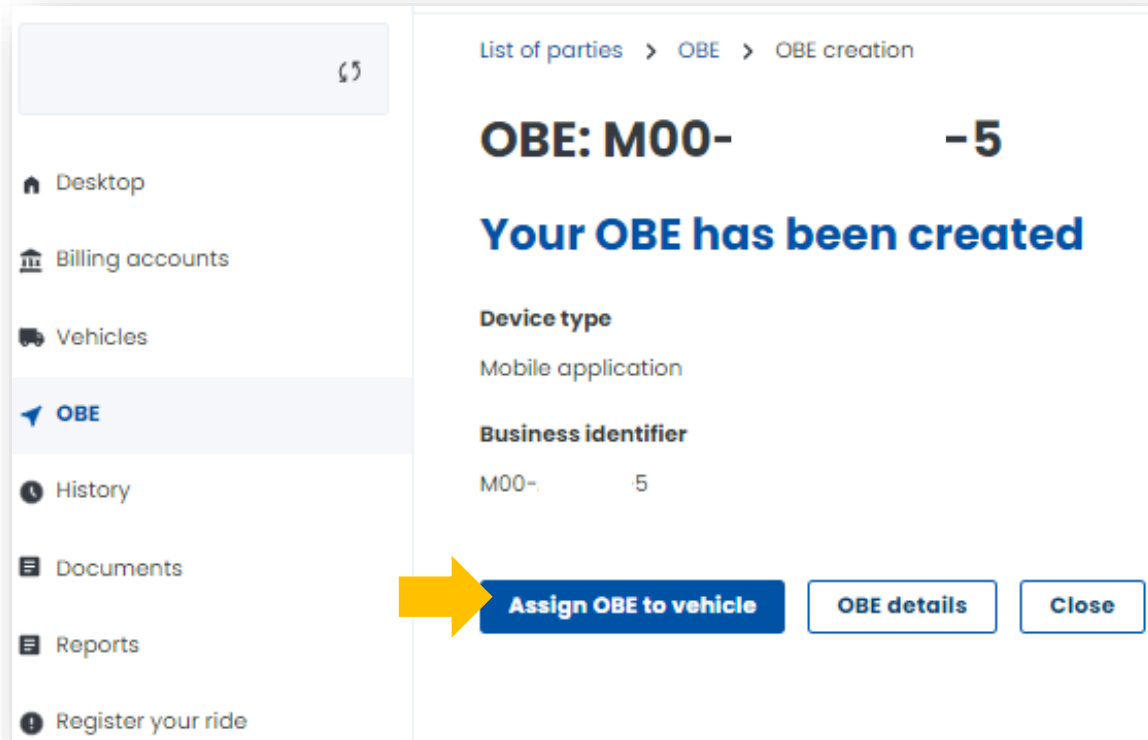
OBE creation

Business identifier*

Enter ID

Create OBE **Cancel**

Step 3. You will be notified by a message when the process is complete.
Click **Assign OBE to vehicle**.



10. 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. On the left, a navigation menu includes 'Desktop', 'Billing accounts', 'Vehicles', 'OBE' (highlighted with a yellow arrow), 'History', 'Documents', 'Reports', and 'Register your ride'. The main content area shows the breadcrumb 'List of parties > OBE > Assigning vehicles', the title 'OBE assigning', and the identifier 'OBE M00- .5'. Below this is a 'Vehicles*' dropdown menu with 'GN' selected. A table titled 'Selected vehicles' contains one row with columns for 'Vehicle no.', 'Billing account name', and 'Account no.', with values 'GN', 'Jan1', and an empty cell respectively. At the bottom, there are 'Assign OBE' and 'Cancel' buttons. A yellow arrow points to the 'Assign OBE' button.

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: Desktop, Billing accounts, Vehicles, **OBE** (highlighted with a yellow arrow), History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main content area is titled 'List of parties > OBE' and 'OBE'. It includes filter sections for 'OBE status' (a dropdown menu), 'Registration no.' (a 'Select or find' dropdown), and 'Business ID' (a 'Select or find' dropdown). There is a checkbox for 'Show deleted OBEs' and buttons for 'Show results' and 'Clear'. Below the filters is a table with the following data:

Status	Type	Business ID
Assigned	Mobile application	M00- -5

A yellow arrow points to the 'Assigned' status in the table. To the right of the table is a detailed view for the selected OBE, titled 'Delete device' and 'OBE M00- 5'. It shows 'Device type: Mobile application' and 'Business no.: M00 5'. Below this is a section for 'Assigned vehicles' and 'Detached vehicles'. The 'Assigned vehicles' section contains a table:

Registration no.	Billing account name	Billing account no.	OBE support type	Actions
RD	JanI	67	Main	Activate Disconnect

At the bottom of the detailed view, there is a link 'Assign to another vehicle'.

11. 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 displays the 'OBE' management interface. On the left is a navigation sidebar with options like Desktop, Billing accounts, Vehicles, OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main area shows a list of OBEs with filters for status, registration number, and business ID. A table lists OBEs, with one selected: 'OBE M00' with status 'Assigned', type 'Mobile application', and business ID 'M00 3T-5'. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to enable OBE on the vehicle?' with 'Confirm' and 'Discard' buttons. A yellow arrow points from the 'Activate' button in the table to the 'Confirm' button in the dialog. Below the table, there is a section for 'Assigned vehicles' with a table containing columns for registration number, billing account name, billing account number, OBE support type, and actions. The 'RD' row shows 'Jan1', '6', and 'Main', with an 'Activate' button and a 'Disconnect' button. A yellow arrow points to the 'Activate' button.

Status	Type	Business ID		
Assigned	Mobile application	M00 3T-5	OBE M00	-5

Registration no.	Billing account name	Billing account no.	OBE support type	Actions
RD:	Jan1	6	Main	Activate Disconnect

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 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. On the left is a navigation sidebar with items: Desktop, Billing accounts, Vehicles, OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main content area is titled "Good morning, Jan Kowalski" and includes a welcome message, a "Favourite" section, and several functional tiles. The "Favourite" section states that no functionality has been selected as a favorite and provides a link to add one. The functional tiles include "Customer details", "Financing", "Financing notes", and "Generate route report". The "Generate route report" tile has three options: "By vehicle registration number", "By billing account number", and "By financial note number", each with a right-pointing arrow. At the top right of the main area, there are three summary cards: "Client ID 38€", "Your role Administrator", and "Client status Active".

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