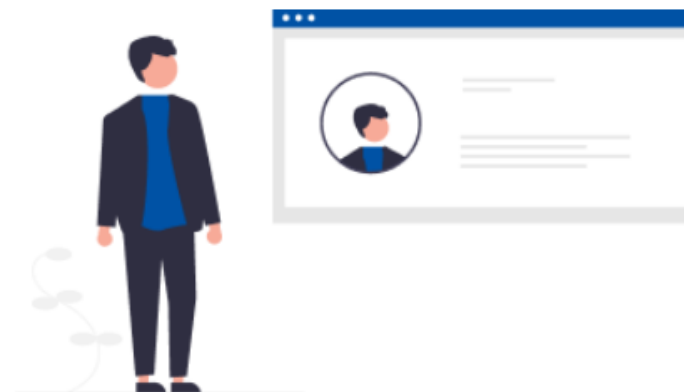


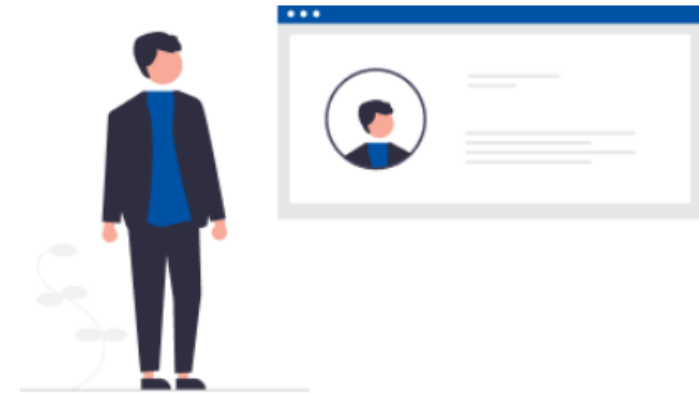
# Online Customer Account (OCA)

## Creating an account



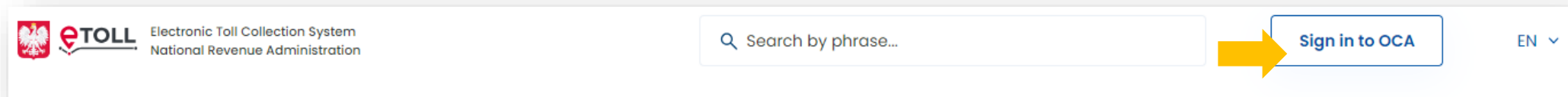
# To register in the e-TOLL system, follow the steps below:

1. Go to [etoll.gov.pl](https://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](https://etoll.gov.pl)

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

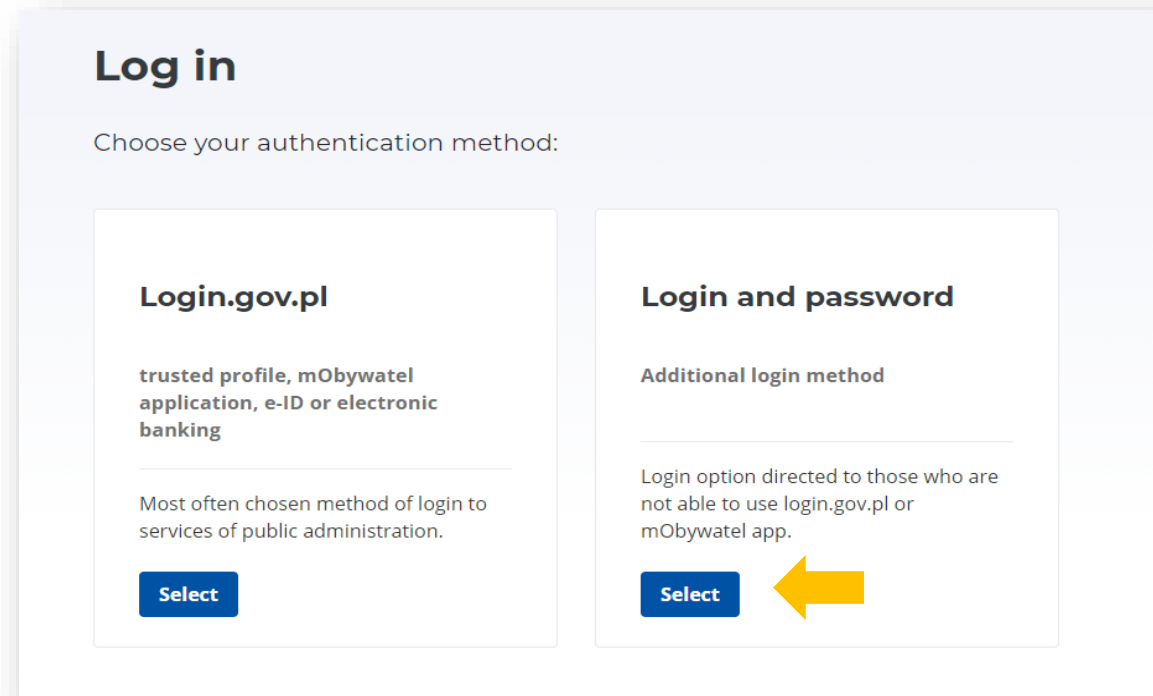


## 2. Log in and confirm your identity

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 with placeholder 'Enter received one-time code', 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

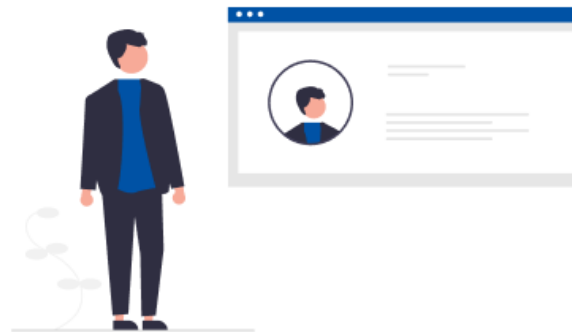
### Now you can use prepaid e-TOLL services

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
 <b>Jan</b> 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: Select | Billing account status: 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

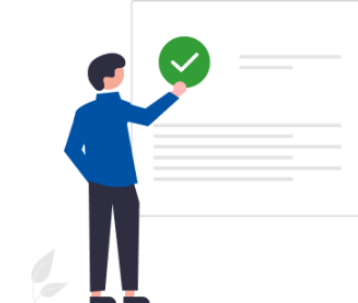
### Your account has been created

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

**Billing account name**  
Jan1

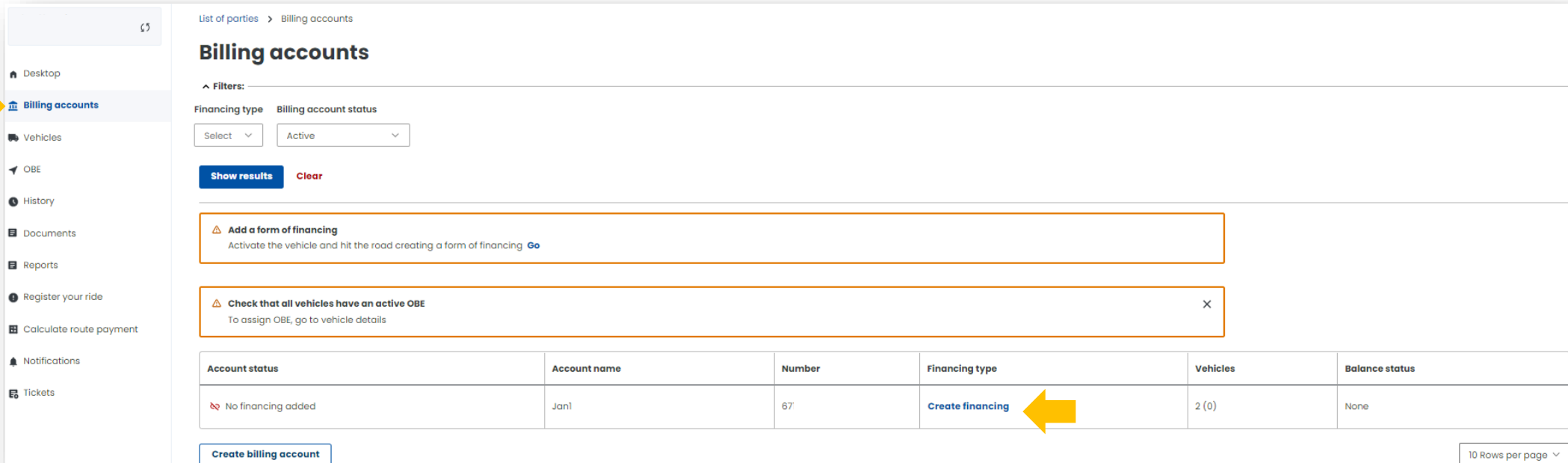
**Billing account no.**  
67

**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 has a breadcrumb 'List of parties > Billing accounts' and a title 'Billing accounts'. Below the title are filter options for 'Financing type' (set to 'Select') and 'Billing account status' (set to 'Active'). There are 'Show results' and 'Clear' buttons. Two orange-bordered warning boxes are present: 'Add a form of financing' and 'Check that all vehicles have an active OBE'. Below these is a table with the following data:

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

A yellow arrow points to the 'Create financing' button in the table. At the bottom left, there is a 'Create billing account' button, and at the bottom right, 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 image displays a web application interface for creating financing. The main screen is titled "Financing creation" and shows "Step 1/4 Financing type". A sidebar on the left contains navigation items: Desktop, Billing accounts, Vehicles, OBE, History, and Documents. The main content area features a "Prepayment" option with an illustration of a person at a computer and the text "Make a payment". A yellow arrow points to this option. An inset window shows "Step 2/4 Billing account". It includes a progress bar with four steps: "Financing type" (completed), "Billing account" (current), "Amount of financing", and "Summary". Below the progress bar, there is a "Billing account\*" dropdown menu with "Jan1" selected. A link "You did not find an account on the list? Create billing account" is present. At the bottom of the inset, there are "Previous step" and "Next step" buttons, with a yellow arrow pointing to the "Next step" button.

Finally, select *Pay for financing*.

The image displays two sequential screenshots of a web application interface for creating financing. The top screenshot shows the 'Amount of financing' step (Step 3/4). The progress bar indicates that 'Financing type' and 'Billing account' are completed, while 'Amount of financing' is the current step. A text input field contains 'PLN Enter amount'. A yellow arrow points to the 'Next step' button. The bottom screenshot shows the 'Summary' step (Step 4/4). The progress bar shows all steps completed. The summary includes 'Financing type: Prepayment', 'Billing account: Jan1', and 'Amount of financing: 20 PLN'. 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 contains '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 pointing to it from the left sidebar.

## 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 pointing to it from the left sidebar.

### 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 breadcrumb trail is 'List of parties > Vehicles'. The main heading is 'Vehicle creating'. A progress bar at the top shows six steps: Billing account, Verification, Vehicle information (current step), Total weight, Emission class, and Summary. The 'Vehicle information' section 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.

Below the form, there is a notification box with a warning icon and the text: 'Scan the registration certificate. Registration certificate must be legible and contain information on all completed fields.' Below the notification, there is a section for 'Registration certificate\*' with a green '+ Add file' button and a red error message 'Attachment required'. At the bottom, 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\*

D .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**

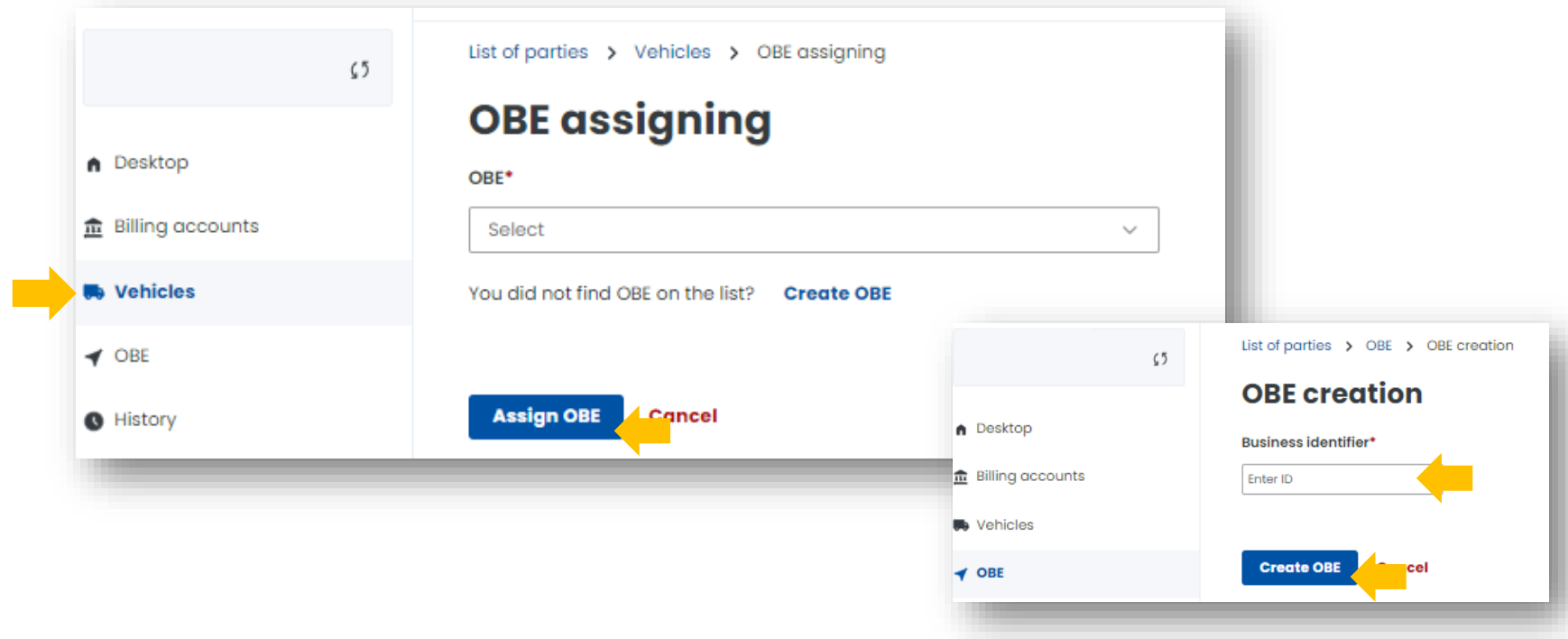
Road type	Without trailer	With trailer
A/S	0.1	0.28
GP/G		0.23

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

## 11. Add a location device

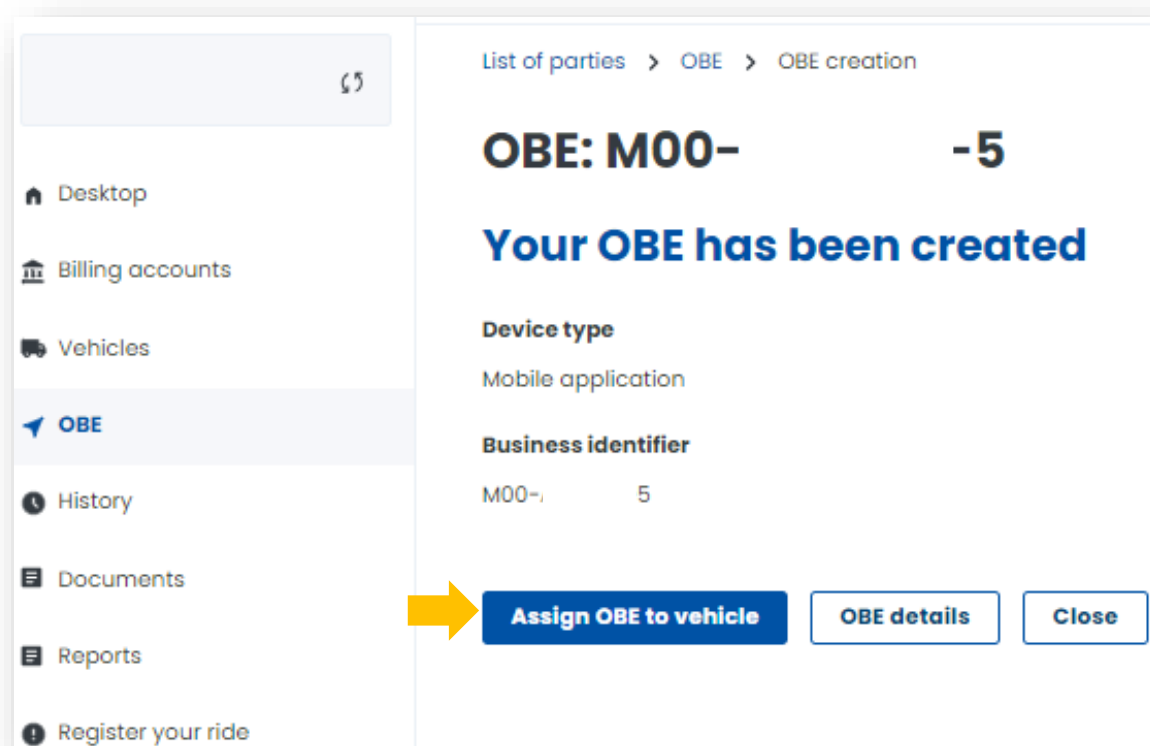
**Step 1.** You will be redirected to the **Vehicles** tab, click *Assign OBE*.

**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. On the left, a navigation menu includes 'Desktop', 'Billing accounts', 'Vehicles', 'OBE', 'History', 'Documents', 'Reports', and 'Register your ride'. A yellow arrow points to the 'OBE' tab. The main area shows the breadcrumb 'List of parties > OBE > Assigning vehicles' and the title 'OBE assigning' with 'OBE M00-' and '-5'. Below this is a 'Vehicles\*' dropdown menu with a yellow arrow pointing to it. Underneath is a table titled 'Selected vehicles' with columns 'Vehicle no.', 'Billing account name', and 'Account no.'. The table contains one row with 'GN' in the first column and '185' in the third. At the bottom, there are 'Assign OBE' and 'Cancel' buttons. A second, smaller screenshot is overlaid on the bottom right, showing the same interface but with the dropdown menu open, displaying a list of vehicles. A yellow arrow points to the 'Assign OBE' button in this smaller view.

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 sections for OBE status, Registration no., and Business ID, each with a dropdown menu. There are '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' button, 'OBE M00- 5', 'Device type: Mobile application', 'Business no.: M00 5', 'Assigned vehicles: Detached vehicles', and a table with columns: Registration no., Billing account name, Billing account no., OBE support type, and Actions. The table has one row with Registration no. 'RDX', Billing account name 'Jan1', Billing account no. '€', OBE support type 'Main', and Actions 'Activate' and 'Disconnect'.

Status	Type	Business ID											
Assigned	Mobile application	M00-5	<p><b>Delete device</b></p> <p><b>OBE M00- 5</b></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>€</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	€	Main	Activate Disconnect
Registration no.	Billing account name	Billing account no.	OBE support type	Actions									
RDX	Jan1	€	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 'List of parties > OBE' page. On the left is a navigation menu with items like Desktop, Billing accounts, Vehicles, OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main area has filters for OBE status, Registration no., and Business ID. Below the filters is a table with columns for Status, Type, and Business ID. A row is highlighted with 'Assigned' status and 'Mobile application' type. To the right of this row is a summary card for 'OBE M00 -5' with details for device type and business number. Below the summary card is a table with columns for Registration no., Billing account name, Billing account no., OBE support type, and Actions. The 'RD:' row shows 'Jan1', '6', and 'Main' support type, with an 'Activate' button and a 'Disconnect' button. A yellow arrow points from the 'Activate' button to a 'Note!' dialog box that asks 'Are you sure you want to enable OBE on the vehicle?' with 'Confirm' and 'Discard' options. 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 options: 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" and includes 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](https://etoll.gov.pl).**