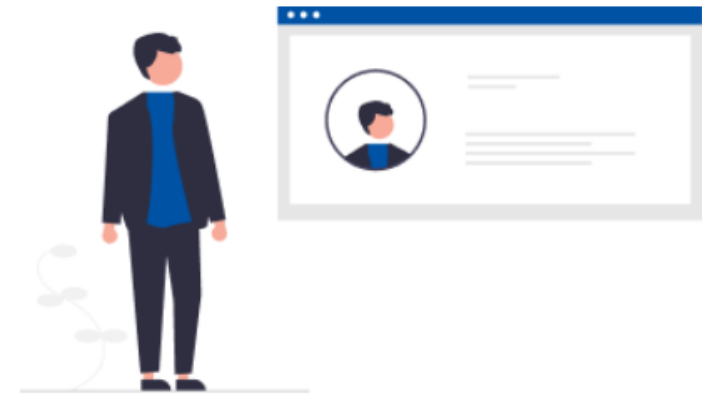


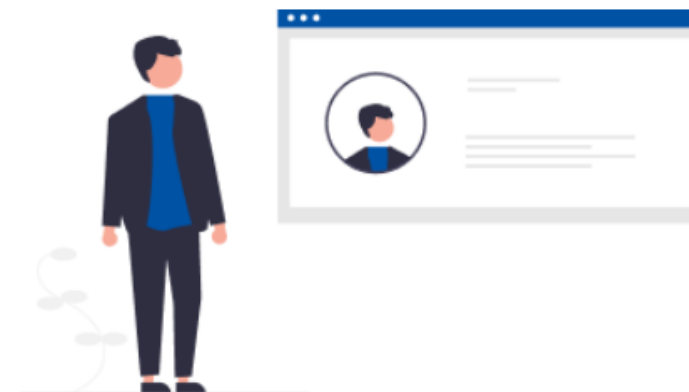
Online Customer Account (OCA)

Creating an account - private person



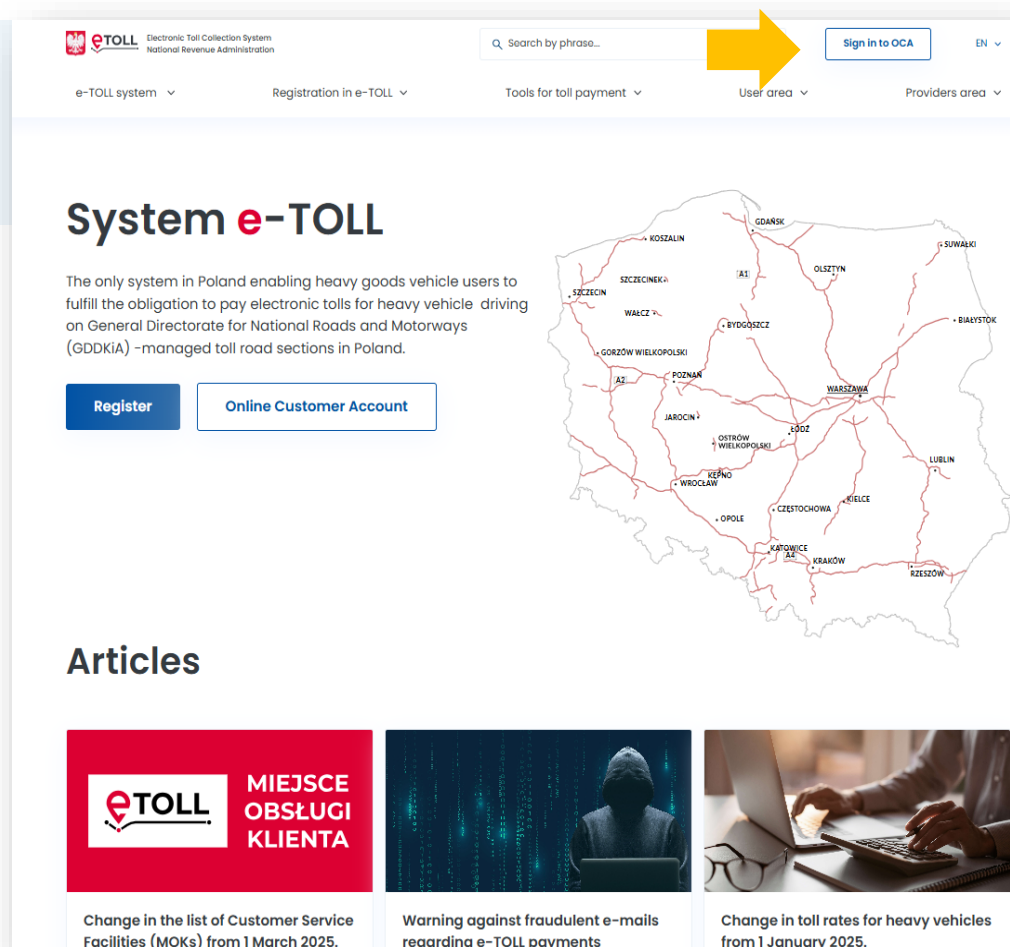
To register in the e-TOLL system, follow the steps below:

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.



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

If you do not have an account, click [Sign up](#) of the page.

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



Rzeczpospolita
Polska

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*

Select

Post code*

Enter code

Town/city*

Enter a value...

Street*

Enter name

Building number*

Enter number

Apartment number

Enter number

Contact details

Contact method*

☒ E-mail

☐ E-mail + Phone

E-mail*

Enter e-mail

Phone

Enter number

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 web interface for account registration. The main page is titled 'Summary' and is at 'Step 3/3'. It displays the following information:

- Registrant's data:**
 - First name: Jan
 - Surname: Kowalski
 - PESEL: 1
- Fee payment:**
 - Paying entity: Private individual
- Private person details:**
 - Country: Poland
 - Town/city: Warszawa
 - Street: Warszawska
 - Building number: 11
 - Apartment number: 1
 - Post code: 00-000
 - Contact method: E-mail
 - E-mail: j


A modal window titled 'Consents' is overlaid on the right side. It contains the following sections:

- 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

At the bottom of the modal, there are two buttons: 'Create account' (blue) and 'Cancel your registration' (red). A yellow arrow points from the 'Create account' button in the modal to the 'Create account' button in the main page footer.


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.

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

Select

Relation status

Select

Your role

Select

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. A yellow arrow points to the 'Billing accounts' tab in the left sidebar. Another yellow arrow points to the 'Create billing account' button at the bottom of the page. The main content area includes filters for 'Financing type' (set to 'Select') and 'Billing account status' (set to 'Active'), a 'Show results' button, and two informational messages: 'Add billing account' and 'Check that all vehicles have an active OBE'. Below these is a table with columns: Account status, Account name, Number, Financing type, Vehicles, and Balance status. The table currently shows 'No data'.

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**.

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](#)

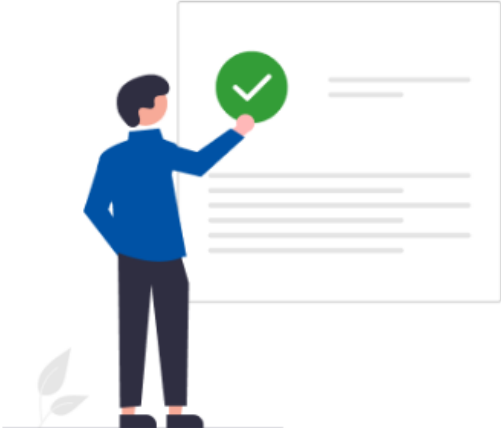
Billing account:


Your account has been created

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

Billing account name
Jan1

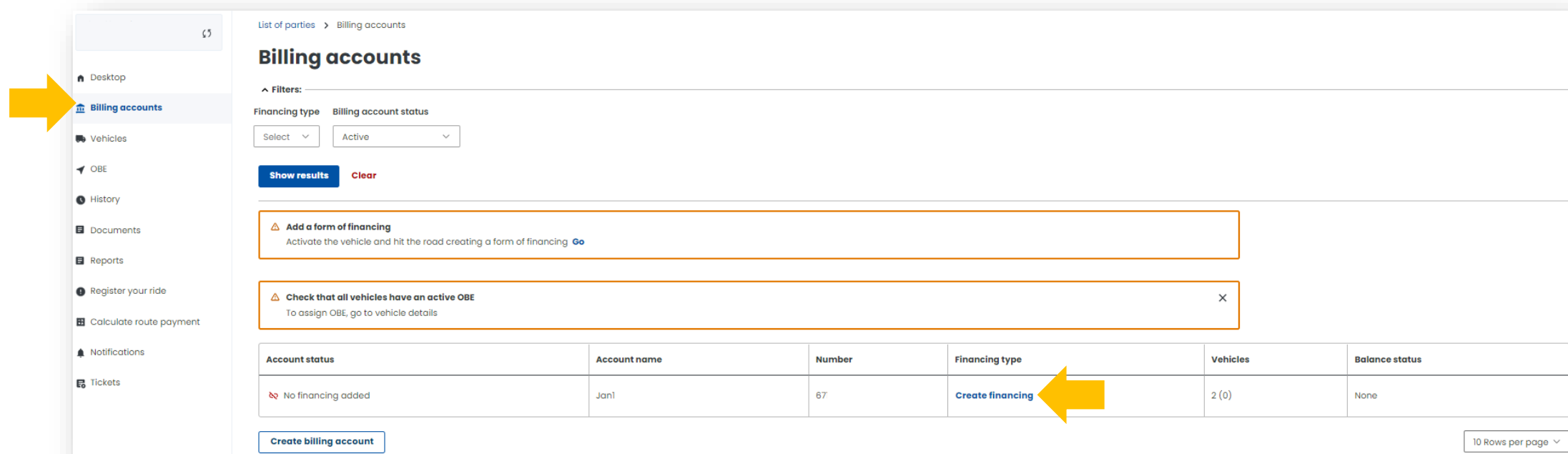
Billing account no.



[Assign vehicle to account](#) [Create another billing account](#)  [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. A yellow arrow points to the 'Billing accounts' tab in the left sidebar. Another yellow arrow points to the 'Create financing' link in the 'Financing type' column of the table.

Billing accounts

^ Filters:

Financing type: Select | Billing account status: Active

Show results Clear

⚠ Add a form of financing
Activate the vehicle and hit the road creating a form of financing [Go](#)

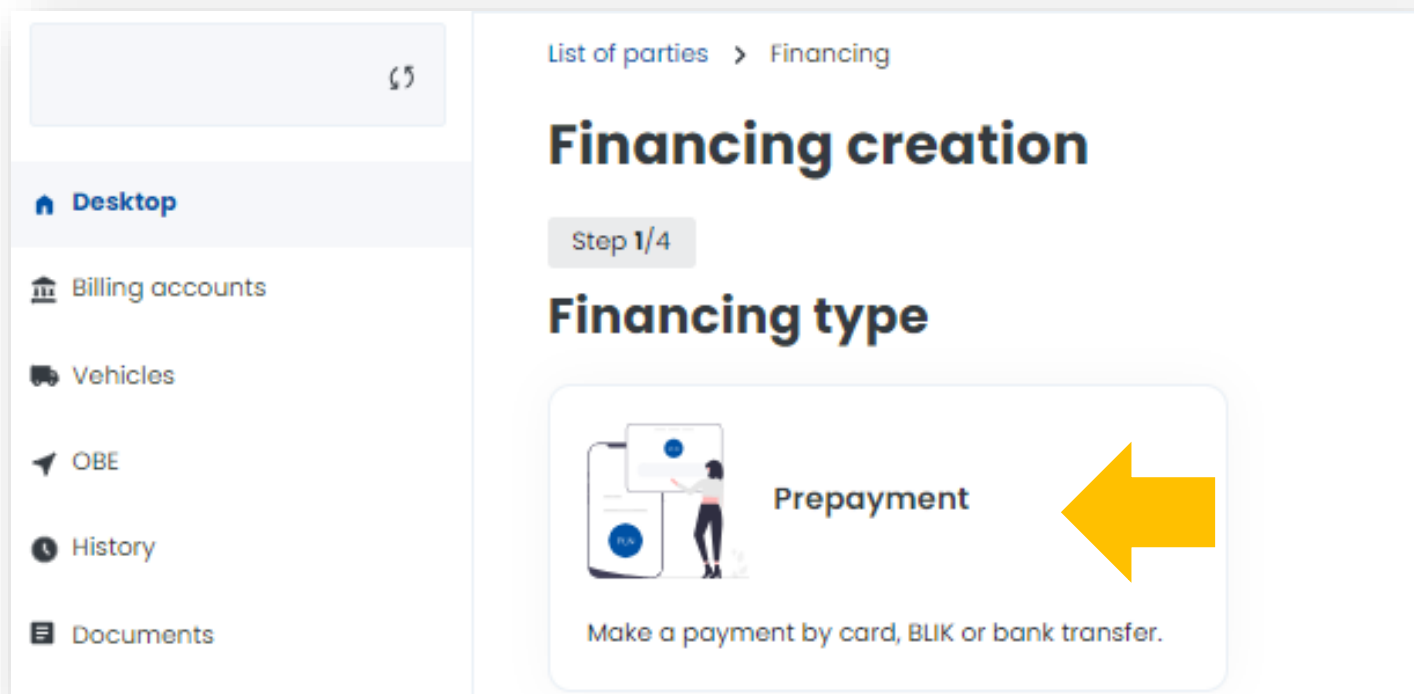
⚠ Check that all vehicles have an active OBE
To assign OBE, go to vehicle details

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

Create billing account

10 Rows per page

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



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 a web application interface for creating financing, overlaid to show the progression of steps.

Step 2/4: Billing account

- Progress bar: Financing type (checked), Billing account (current), Amount of financing, Summary.
- Form: "Billing account*" dropdown menu with "Jan1" selected. Below it, a message: "You did not find an account on the list? [Create billing account](#)".
- Buttons: "Previous step", "Next step".

Step 3/4: Amount of financing

- Progress bar: Financing type (checked), Billing account (checked), Amount of financing (current), Summary.
- Form: "Amount of financing*" text input field with "20 PLN Enter amount".
- Buttons: "Previous step", "Next step".

Step 4/4: Summary

- Progress bar: Financing type (checked), Billing account (checked), Amount of financing (checked), Summary (current).
- Form: "Summary" section with three rows: "Financing type" (Prepayment), "Billing account" (Jan1), and "Amount of financing" (20 PLN). Each row has an "Edit" link.
- Buttons: "Pay for financing" (highlighted with a yellow arrow), "Cancel".

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](#)

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

☐ Yes ☒ No

[Next](#)

Prepayment
Financing has been created
Payment added correctly: 20 PLN

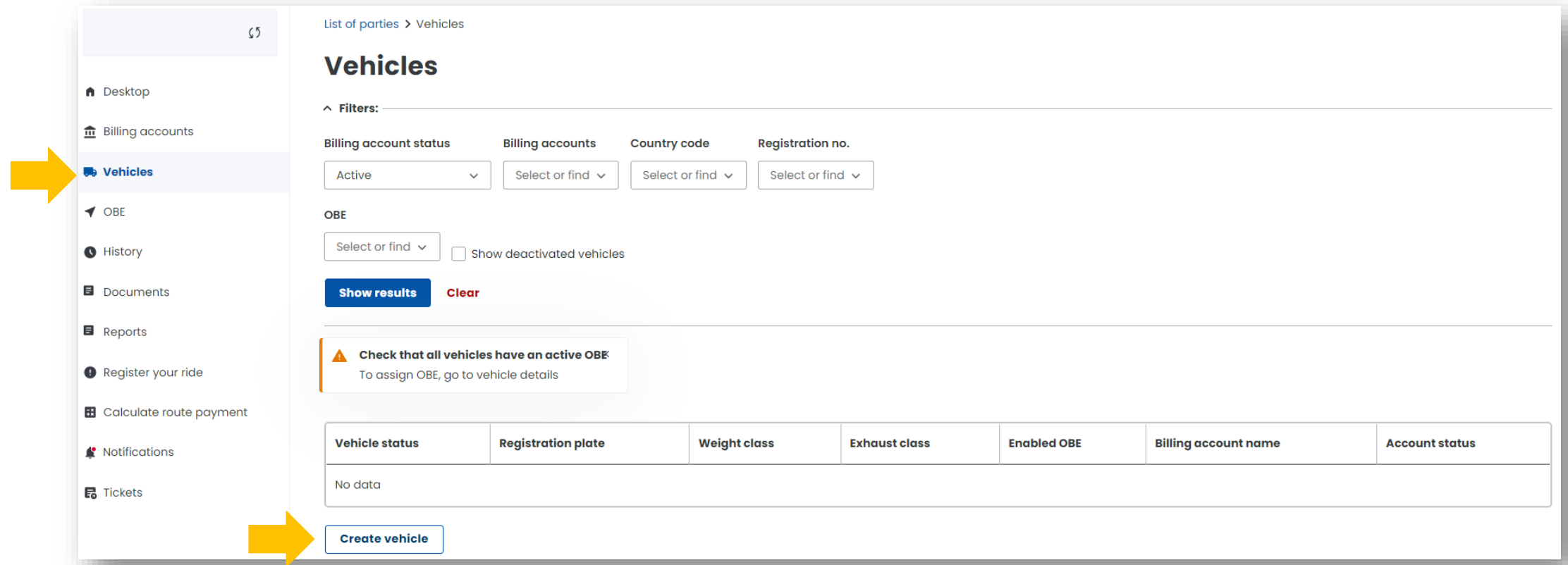
Billing account name
Jan1

Billing account no.

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

8. 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 a menu containing: 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 includes a 'Filters:' section with dropdowns for 'Billing account status' (set to 'Active'), 'Billing accounts' (set to 'Select or find'), 'Country code' (set to 'Select or find'), and 'Registration no.' (set to 'Select or find'). Below the filters is an 'OBE' section with a 'Select or find' dropdown and a checkbox for 'Show deactivated vehicles'. There are 'Show results' and 'Clear' buttons. A warning message states: 'Check that all vehicles have an active OBE. To assign OBE, go to vehicle details'. At the bottom, there 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'. A yellow arrow points to the 'Create vehicle' button at the bottom of the interface.

Desktop

Billing accounts

Vehicles

OBE

History

Documents

Reports

Register your ride

Calculate route payment

Notifications

Tickets

List of parties > Vehicles

Vehicles

^ Filters:

Billing account status: Active

Billing accounts: Select or find

Country code: Select or find

Registration no.: Select or find

OBE: Select or find

☐ 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**.

List of parties > Vehicles

Vehicle creating

Step 1/6

Billing account

Billing account*

Jan1

You did not find an account on the list?

[Create billing account](#)

Next step

Step 2. Enter the vehicle's country of registration and registration number.

Click **Next step**.

List of parties > Vehicles

Vehicle creating

Step 2/6

Verification

Current vehicle registration country*

GERMANY

Registration no.*

R

Previous step **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**.

List of parties > Vehicles

Vehicle creating

Step 3/6

Vehicle information

Registration no.*

Type number

This field is required

Make (optional)

Enter name

Model (optional)

Enter name

The current country of registration of the vehicle*

Germany

Scan the registration certificate

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

Registration certificate*

+ Add file

Attachment required

Previous step Next step

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

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

+ Add another file

Delete

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 the 'Vehicle creating' interface. A progress bar at the top indicates the current step is 'Emission class' (Step 5/6). The left sidebar contains navigation links: Desktop, Billing accounts, Vehicles (selected), OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets.

The main content area is titled 'Emission class'. It includes a dropdown menu for 'Exhaust emission class*' with 'Select' as the current choice. Below this is a section for 'Registration certificate*' showing a 'DPO' field with a '+ Add another file' link and a 'Delete' button. A yellow arrow points to the 'Add another file' link.

A blue-bordered information box contains the text: 'If the information about class is not included in the vehicle registration document - also attach another document confirming data'. Below this box is a label 'Class confirmation document (optional)' and a '+ Add file' link.

At the bottom, there 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
Jan1

Verification [Edit](#)

Current vehicle registration country
Germany

Registration cert no.

Vehicle information [Edit](#)

Registration no.

Make
Opel

Model
Mokka

Current vehicle registration country
Germany

Registration certificate
DPO

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

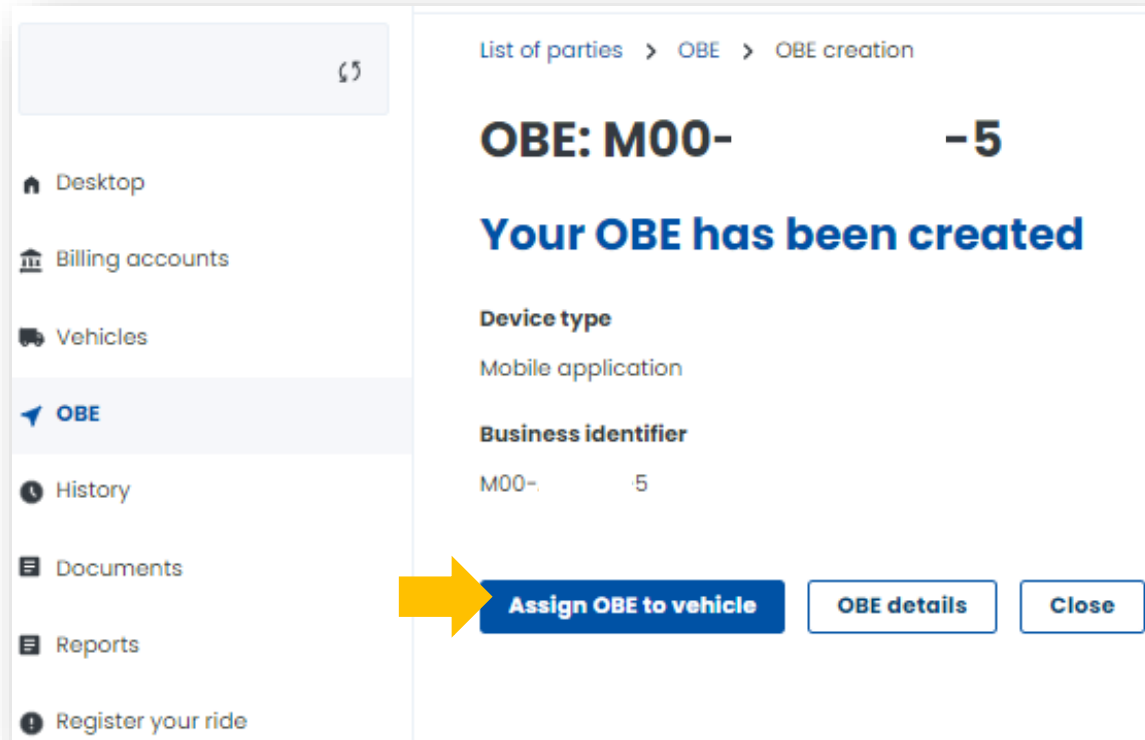
OBE creation

Business identifier*

Enter ID

[Create OBE](#) [Cancel](#)

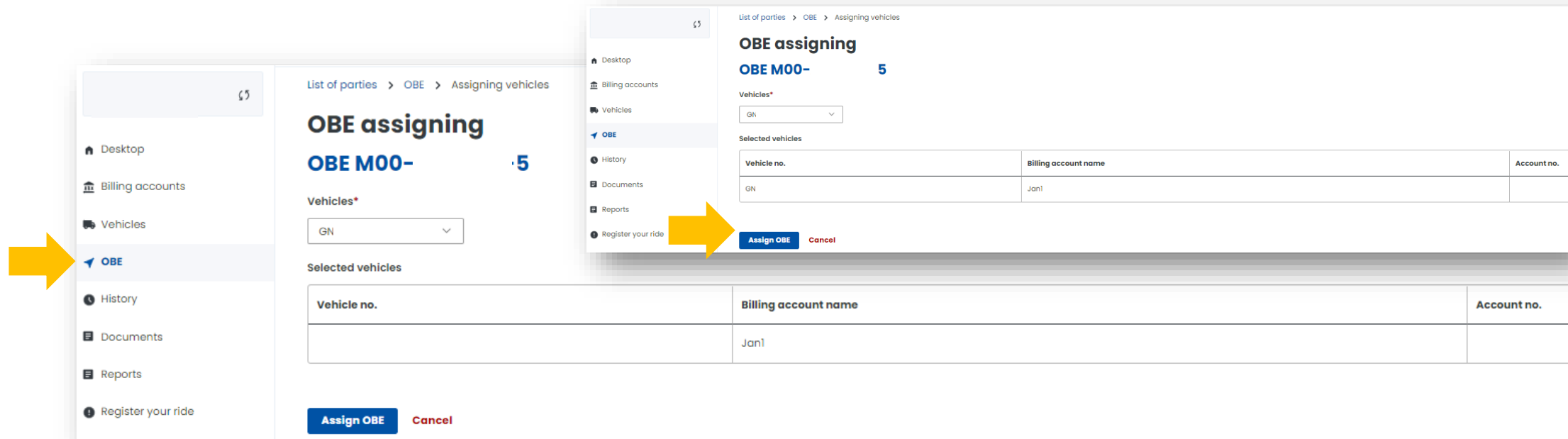
Step 3. You will be notified by a message when the process is complete.
Click [Assign OBE to vehicle](#).



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 sidebar, the 'OBE' tab is selected, indicated by a yellow arrow. The main content area shows the 'OBE assigning' title, a dropdown menu for 'Vehicles*' with 'GN' selected, and a table of 'Selected vehicles'. The table has columns for 'Vehicle no.', 'Billing account name', and 'Account no.'. The first row shows 'GN' for the vehicle number and 'Jan1' for the billing account name. At the bottom, there are 'Assign OBE' and 'Cancel' buttons. A yellow arrow points to the 'Assign OBE' button.

Desktop
Billing accounts
Vehicles
OBE
History
Documents
Reports
Register your ride

List of parties > OBE > Assigning vehicles

OBE assigning
OBE M00- **5**

Vehicles*
GN

Selected vehicles

Vehicle no.	Billing account name	Account no.
GN	Jan1	

Assign OBE **Cancel**

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**.

List of parties > OBE

OBE

Filters:

OBE status: Select Registration no.: Select or find Business ID: Select or find

☐ Show deleted OBEs

Show results Clear

Status	Type	Business ID
Assigned	Mobile application	M00-5

Delete device

OBE M00-5

Device type: Mobile application

Business no.: M00 5

Assigned vehicles Detached vehicles

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

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 shows the 'OBE' management interface. On the left is a sidebar with navigation links: Desktop, Billing accounts, Vehicles, OBE (selected), History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main area has a breadcrumb 'List of parties > OBE' and a title 'OBE'. Below the title are filters 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'. A table lists OBEs with columns 'Status', 'Type', and 'Business ID'. One OBE is listed: 'Assigned' status, 'Mobile application' type, and business ID 'M00-3T-5'. To the right of the table is a details panel for 'OBE M00-5'. It shows 'Device type' as 'Mobile application' and 'Business no.' as 'M00-5'. Below this is a section for 'Assigned vehicles' with a table. The table has columns: 'Registration no.', 'Billing account name', 'Billing account no.', 'OBE support type', and 'Actions'. One vehicle is listed: 'RD1' registration, 'Jan1' billing account name, '6' billing account no., and 'Main' support type. In the 'Actions' column, there is a blue 'Activate' button and a red 'Disconnect' button. A yellow arrow points from the 'Activate' button to a 'Note!' dialog box. 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 'Activate' button in the table to the dialog box.

OBE

^ Filters:

OBE status: Registration no.: Business ID:

☐ Show deleted OBEs

Show results **Clear**

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

OBE M00-5

Device type: Mobile application

Business no.: M00-5

Assigned vehicles Detached vehicles

Registration no.	Billing account name	Billing account no.	OBE support type	Actions
RD1	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 displays the OCA Online Customer Account dashboard for Jan Kowalski. The interface includes a left sidebar with navigation links: Desktop, Billing accounts, Vehicles, OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main content area features a welcome message, a 'Welcome to the Online Customer Account' banner, and a 'Favourite' section. Below these are three cards for 'Customer details', 'Financing', and 'Financing notes'. To the right, there are three status cards: Client ID 38€, Your role Administrator, and Client status Active. A 'Recently created users' section lists Jan Kowalski as Administrator. At the bottom right, a 'Generate route report' section offers options to generate reports by vehicle registration number, billing account number, or financial note number.

Jan Kowalski
Client ID: 3

Good morning, Jan Kowalski

Welcome to the Online Customer Account
From now on, all your most important functionalities are available from the position of the new dashboard.

Favourite ★
No functionality has been selected as favourite
[Click here](#) to add your first functionality

Customer details

Financing

Financing notes

Client ID
38€

Your role
Administrator

Client status
Active

Recently created users

Jan Kowalski
Administrator

Generate route report

- By vehicle registration number >
- By billing account number >
- By financial note number >

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