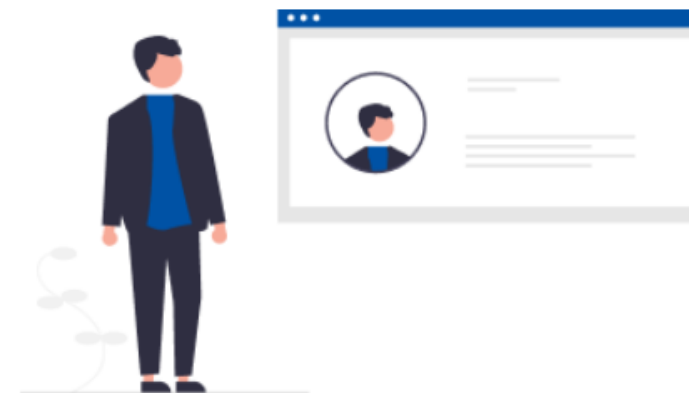


# Online Customer Account (OCA)

## Creating an account - company



# 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 required data
4. Specify the type of entity to be registered
5. Create an entity account
6. Select the parties
7. Create a billing account
8. Create financing – prepayment, fleet card, deferred payment account
9. Add a vehicle and assign it to the billing account
10. Add a location device
11. Assign the location device to a vehicle
12. Activate the location device in the OCA



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

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

**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**

- MIEJSCE OBSŁUGI KLIENTA**  
Change in the list of Customer Service Facilities (MOKs) from 1 March 2025.
- Warning against fraudulent e-mails regarding e-TOLL payments**
- Change in toll rates for heavy vehicles from 1 January 2025.**

## 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

Logging in is possible in Polish and English.

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](#)



### 3. Fill in the required data

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




## 4. Specify the type of entity to be registered


Select I register **a Business**.




### What do you want to register?



Business



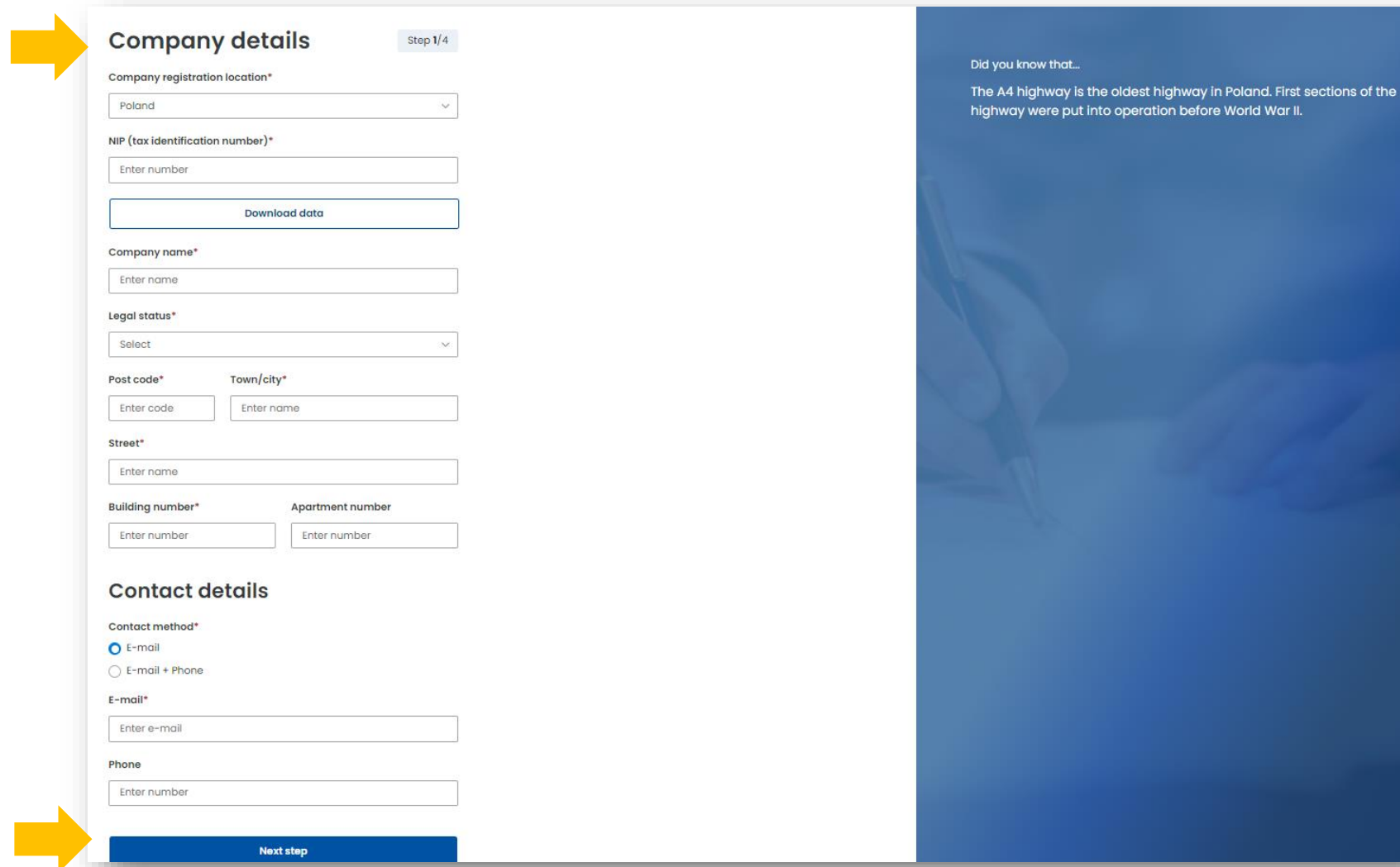
Private individual



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.

## 5. Create an entity account



**Company details** Step 1/4

Company registration location\*

Poland

NIP (tax identification number)\*

Enter number

Download data

Company name\*

Enter name

Legal status\*

Select

Post code\* Town/city\*

Enter code Enter name

Street\*

Enter name

Building number\* Apartment number

Enter 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 A4 highway is the oldest highway in Poland. First sections of the highway were put into operation before World War II.

To activate your account, attach additional documents here and accept the required consents.

**I want to present the documents at DP** provides an alternative to attaching documents online during the registration process. When choosing this option, the user is required to present the relevant documents in person at a Customer Service Facility.

The image shows a two-step process for account activation. The first step, 'Documents' (Step 2/4), includes a message: 'We need more information to activate your account. Add more documents or present them at one of our service points.' Below this is a checkbox labeled 'I want to present the documents at DP'. There are two file upload sections: 'Company registration documents\*' and 'Authorization\*', each with a 'Drop file or click here' button, a 'Remains 5MB/5MB' indicator, and supported extensions (.jpg, .png, .pdf, .xml). A link to 'Download the power of attorney template' is provided. A 'Next step' button is at the bottom. The second step, 'Consents' (Step 3/4), features a blue sidebar with the text: 'Did you know that... In 2016, the last section of the A4 highway was put into operation making it the first completed highway in Poland, over 670 km long, goes from the west to the east of the country.' The main content area has a 'Customer marketing' section with a checkbox: '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'. A 'Next step' button is at the bottom. Yellow arrows indicate the flow from the 'Documents' step to the 'Consents' step.

**Documents** Step 2/4

**1** We need more information to activate your account.  
Add more documents or present them at one of our service points.

☐ I want to present the documents at DP

**Company registration documents\***

Drop file or [click here](#)

Remains 5MB/5MB Extensions: .jpg, .png, .pdf, .xml

☐ Send a power of attorney based on the company's registration document

**Authorization\***

Drop file or [click here](#)

Remains 5MB/5MB Extensions: .jpg, .png, .pdf, .xml

[Download the power of attorney template](#)

**Next step**

**Consents** Step 3/4

**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**

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.

## Summary

Step 4/4

### Registrant's data

First name  
Jan

Surname

PESEL

### Fee payment

[Edit](#)

Paying entity  
Business

### Company details

[Edit](#)

Company registration location  
Germany

TIN - (VAT identification number)

Company name  
Testowa 2

Town/city  
Berlin

Street

Building number  
1

Apartment number  
11

Post code  
00000

Contact method  
E-mail

E-mail

### Documents

[Edit](#)

Registration documents  
None

Power of attorneys  
None

### Consents

[Edit](#)

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](#)

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.

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.

## Subject verification

### Your temporary account is being verified



#### Temporary account has been created

Zapisz Twój identyfikator i przedstaw wymagane dokumenty rejestrowe w Punkcie Dystrybucji lub załącz je w IKK.

Client ID

First name

Surname

**Show tutorial**

[Go to the OCA portal](#)

#### Congratulations on setting up an account on the e-TOLL website!

From now on you can use our services. To enjoy the full functionality provide required registration documents or attach them in Online Customer Account. Welcome on board!

- e-TOLL Team

## 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](#).

## Subject verification

### Your temporary account is being verified



**Temporary account has been created**

Zapisz Twój identyfikator i przedstaw wymagane dokumenty rejestrowe w Punkcie Dystrybucji lub załącz je w IKK.

Client ID

First name

Surname

Show tutorial

[Go to the OCA portal](#)



**Congratulations on setting up an account on the e-TOLL website!**

From now on you can use our services. To enjoy the full functionality provide required registration documents or attach them in Online Customer Account. Welcome on board!

- e-TOLL Team

## 6. Select a parties

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

### List of parties



^ Filters:

Customer status  
Select

Relation status  
Select

Your role  
Select

Show resultsClear

Customer	Customer status	Role
 Testowa 2 TIN: 3	 Initial	Administrator

Register a new customer

10 Rows per page

The message 'Your account is being verified' will be displayed if your account is undergoing entity verification. At this stage, you can complete or add documents, if you have not already done so, use the '**Complete documents**' button or go to **a Distribution Point**. The Distribution Points will be displayed below, select ( Go to PD Finder). Only after verifying your account can you proceed to the next steps of setting up your account.

**e-TOLL**

List of parties > Subject verification

### Subject verification

**Your account is being verified**

The account was created correctly  
Save your ID and present the required registration documents at the Distribution Point or attach them at IKK.  
[Go to DP finder](#)

Client ID

Name

Surname

[Provide missing documents](#) [Close account](#)

### User verification

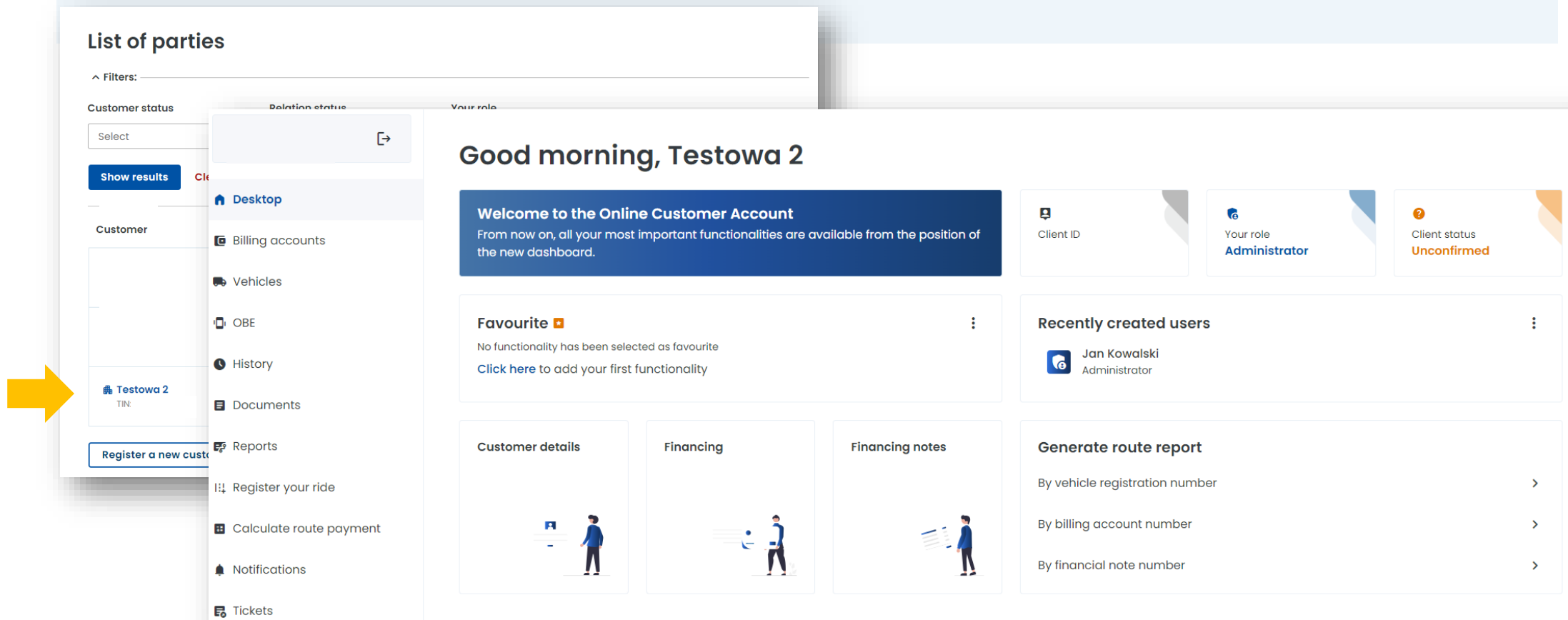
**Documents have been sent**

From now on, you can use e-TOLL services in prepayment mode. To access e-TOLL services in deferred payment mode, we need to verify your details.

Our employees will verify the documents online and you will receive confirmation at the e-mail address provided.

[Go to list of customers](#) [DP finder](#)

To continue the registration process, select second time a **Customer**.



The screenshot shows a web application interface for managing parties. On the left, a sidebar titled 'List of parties' contains a search filter, a 'Show results' button, and a list of parties. The 'Customer' section is active, showing a list of parties. A yellow arrow points to the entry 'Testowa 2' with TIN: [redacted]. Below the list is a button 'Register a new customer'. The main content area displays a welcome message for 'Testowa 2' and a dashboard with various sections: 'Welcome to the Online Customer Account', 'Favourite' (with a link to add functionality), 'Customer details', 'Financing', 'Financing notes', 'Recently created users' (listing Jan Kowalski as Administrator), and 'Generate route report' (with options to generate by vehicle registration number, billing account number, or financial note number).

**List of parties**

^ Filters:

Customer status: Select

Show results

Customer

Testowa 2  
TIN: [redacted]

Register a new customer

**Good morning, Testowa 2**

**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**

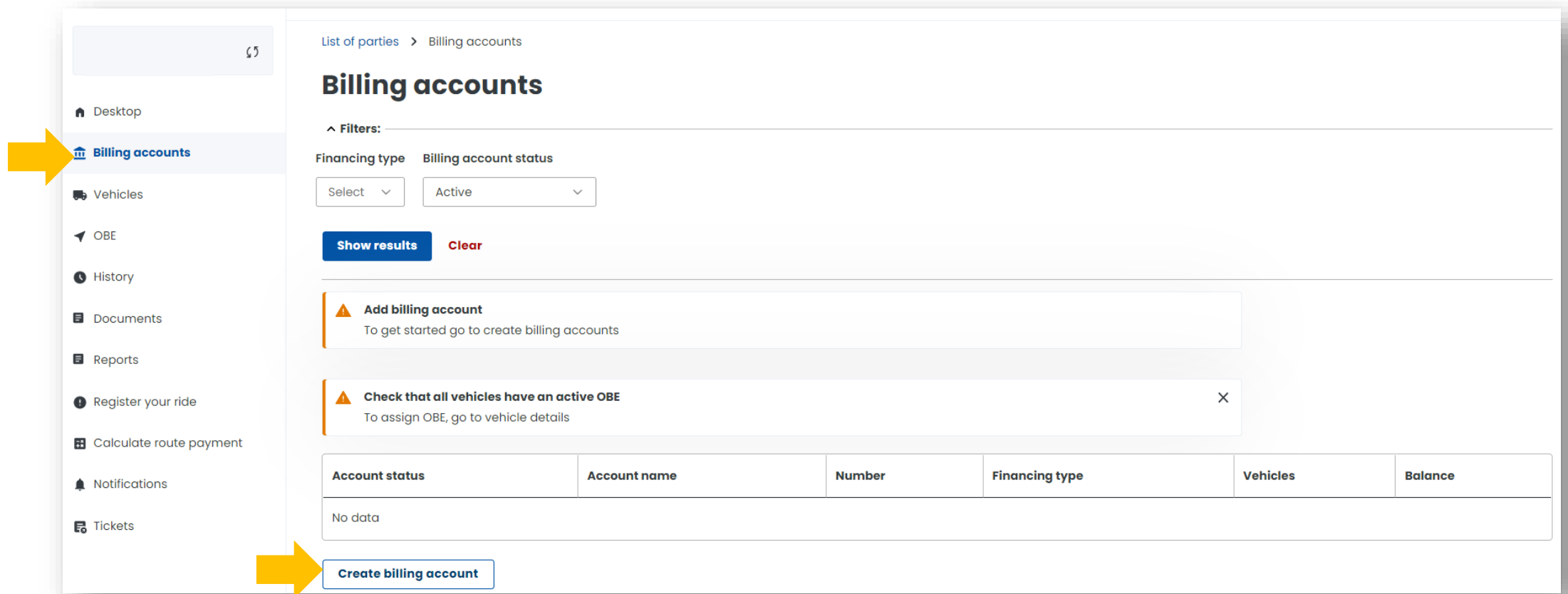
**Financing notes**

**Recently created users**  
Jan Kowalski  
Administrator

**Generate route report**  
By vehicle registration number  
By billing account number  
By financial note number

## 7. Create a billing account

1. Select the **Billing accounts** tab from the menu on the left. To create an account, select **Create billing account**.



The screenshot shows the 'Billing accounts' page in a web application. On the left is a sidebar menu with 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 are filter sections for 'Financing type' (with a 'Select' dropdown) and 'Billing account status' (with an 'Active' dropdown). There are 'Show results' and 'Clear' buttons. Two informational 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' is shown, containing the text 'No data'. A yellow arrow points to the 'Create billing account' button at the bottom of the page.

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
No data					

Create billing account

## 2. Fill in the required data and then click **Create 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, click **Close** to proceed.

List of parties > Billing accounts

## Billing account:

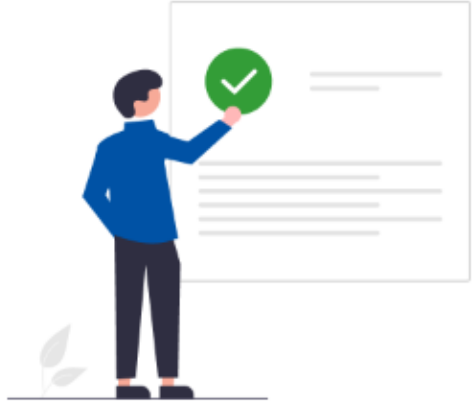
### Your account has been created

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

Billing account name

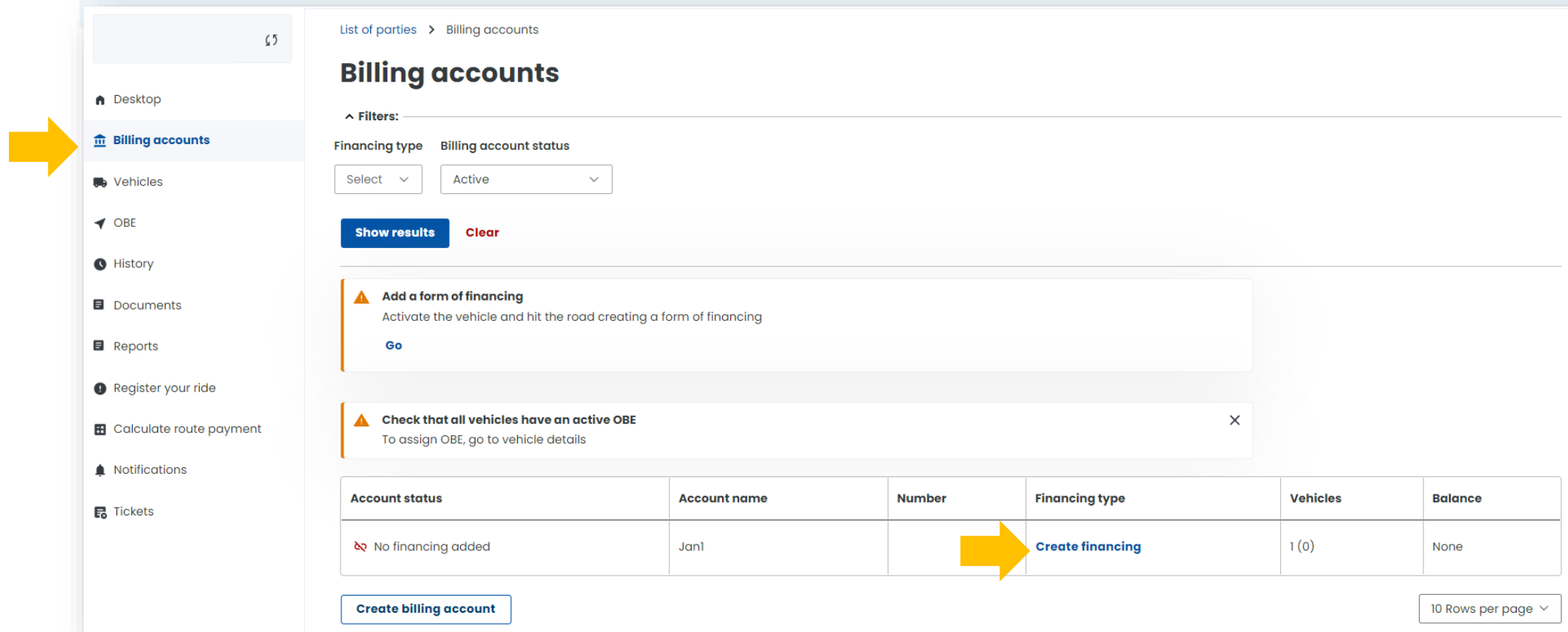
Billing account no.

[Assign vehicle to account](#) [Create another billing account](#) [Close](#)



## 8. Create financing

To create financing, go to the **Billing accounts** tab. In the previously created account, in the Financing type column, select **Create financing**.



The screenshot shows the 'Billing accounts' interface. On the left sidebar, the 'Billing accounts' tab is highlighted with 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 sections for 'Financing type' (with a 'Select' dropdown) and 'Billing account status' (with an 'Active' dropdown). There are 'Show results' and 'Clear' buttons. Two warning messages are displayed: 'Add a form of financing' (Activate the vehicle and hit the road creating a form of financing) and 'Check that all vehicles have an active OBE' (To assign OBE, go to vehicle details). Below the messages is a table with columns: Account status, Account name, Number, Financing type, Vehicles, and Balance. The table contains one row with 'No financing added' status, 'Jan1' account name, and a 'Create financing' link in the Financing type column, which is highlighted by a yellow arrow. At the bottom, there is a 'Create billing account' button and a '10 Rows per page' dropdown.

Desktop

**Billing accounts**

Vehicles

OBE

History

Documents

Reports

Register your ride

Calculate route payment

Notifications

Tickets

List of parties > Billing accounts

### 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
No financing added	Jan1		<a href="#">Create financing</a>	1 (0)	None

Create billing account

10 Rows per page

Of the three types of financing, choose the one that interests you.

List of parties > Financing

## Financing creation

Step 1/4

### Financing type



#### Prepayment

Make a payment by card, BLIK or bank transfer.



#### Fleet card

Select a fleet card provider and assign cards to vehicles.



#### Deferred payment

Make a payment by card, BLIK, bank transfer or create a guarantee by choosing one of the two available forms: bank guarantee, insurance guarantee.



## Prepayment

Make a payment by card, BLIK or bank transfer.

## You have selected prepayment.

You can use your account in prepaid form by topping it up before you set off, so that the funds are available when you start your trip.

1. Select a billing account from the drop-down list. Click **Next step**.

List of parties > Financing

### Financing creation

✓ Financing type    ● Billing account    ○ Amount of financing    ○ Summary

Step 2/4

### Billing account

Billing account\*

Jan1

You did not find an account on the list? [Create billing account](#)

[Previous step](#) [Next step](#)

2. Select the amount and pay the financing. The minimum top-up is PLN 20.

**Financing creation**

List of parties > Financing

Step 3/4

**Amount of financing**

Amount of financing\*

Minimum 20 PLN

PLN Enter amount

Previous step Next step

**Financing creation**

List of parties > Financing

Step 4/4

**Summary**

Financing type Prepayment

Billing account Jani

Amount of financing 20 PLN

Pay for financing Cancel

**Select Payment Method**

Choose your preferable payment gateway from this list.

Payment Card

Petrol Card

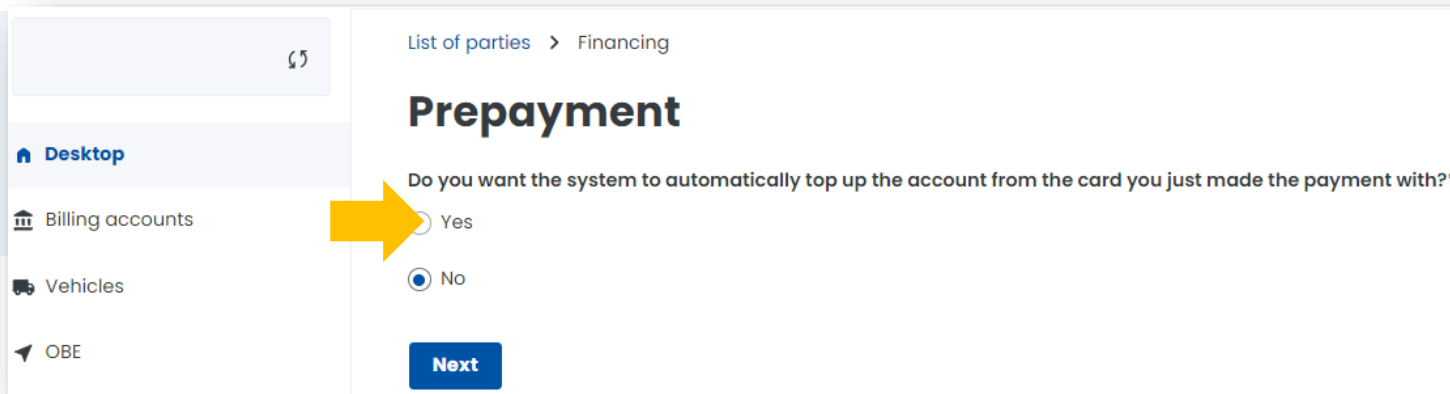
Blik

Bank Transfers

Continue to Pay 20.00 zł

Cancel payment

You have the option to select automatic top-ups, simply select **Yes**.



List of parties > Financing

## Prepayment

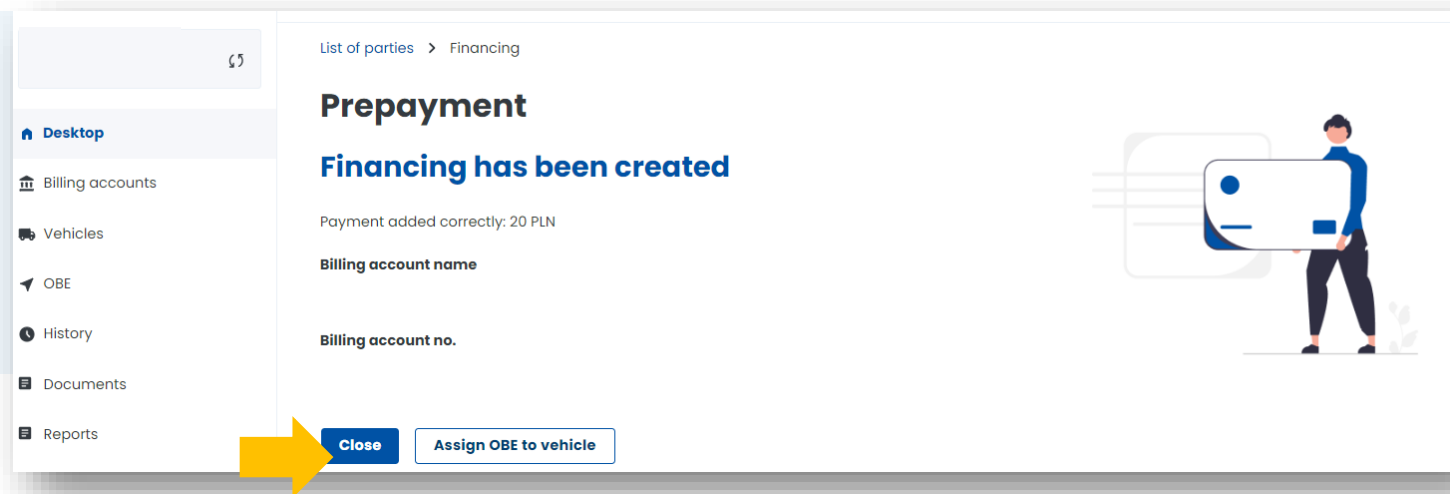
Do you want the system to automatically top up the account from the card you just made the payment with?\*

☐ Yes

☒ No

Next

3. Once the process has been successfully completed, a message will appear stating that the financing has been created. Once the financing has been created, select **Close**.



List of parties > Financing

## Prepayment

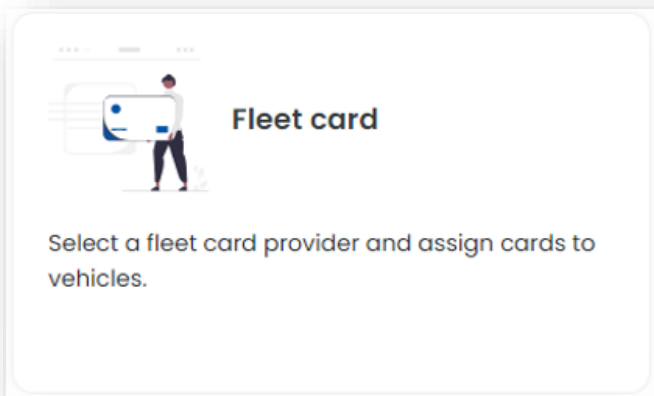
### Financing has been created

Payment added correctly: 20 PLN

Billing account name

Billing account no.

Close Assign OBE to vehicle



## You have selected a fleet card.

In the e-TOLL system, you will use your fleet card to settle tolls on toll expressways and national roads. You can assign a fleet card number to a billing account in a periodic payment mode with security (postpaid) in your Online Customer Account (OCA).

1. Select a billing account from the drop-down list.  
Click **Next step**.

A screenshot of a web application interface for 'Financing creation'. The interface has a sidebar on the left with a menu containing 'Desktop', 'Billing accounts', 'Vehicles', 'OBE', 'History', 'Documents', 'Reports', and 'Register your ride'. The main content area shows a progress bar with four steps: 'Financing type' (completed), 'Billing account' (current step), 'Fleet card', and 'Summary'. Below the progress bar, the title 'Financing creation' is followed by 'Step 2/4' and 'Billing account'. There is a dropdown menu labeled 'Billing account\*' with the placeholder text 'Select or find'. A yellow arrow points to this dropdown menu. Below the dropdown, there is a link that says 'You did not find an account on the list? Create billing account'. At the bottom of the main content area, there are two buttons: 'Previous step' and 'Next step'.

2. Select a fleet card issuer from the drop-down list. Click **Next step**.

List of parties > Financing

### Financing creation

Financing type Billing account **Fleet card** Summary

Step 3/4

#### Fleet card

Fleet card issuer\*

Select or find

Previous step Next step

3. Once the process has been successfully completed, a message will appear stating that the financing has been created. Then select **Create financing**.

List of parties > Financing

### Financing creation

Financing type Billing account Fleet card Summary

Step 4/4

#### Summary

Financing type Edit

Financing type

Fleet card

Billing account Edit

Billing account

Fleet card Edit

Fleet card issuer

Create financing Cancel

#### 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



### Deferred payment

Make a payment by card, BLIK, bank transfer or create a guarantee by choosing one of the two available forms: bank guarantee, insurance guarantee.

## You have selected a deferred payment.

Please note that with this form of billing, a collateral or bank or insurance guarantee must be set up in order to use the toll road network.

1. Select a billing account from the drop-down list. Click **Next step**.

List of parties > Financing

### Financing creation

Financing type Billing accounts Collateral Summary

Step 2/4

### Billing accounts

Billing accounts\*

Select or find ▾

You did not find an account on the list? [Create billing account](#)

[Previous step](#) [Next step](#)

## 2. You can make payment for the collateral:

- in the form of a bank transfer to the bank account number indicated during registration for e-TOLL, dedicated to the payment of the collateral,
- using a payment card (excluding fleet card) and BLIK or PayByLink mobile payment.

List of parties > Financing

### Financing creation

Financing type    Billing accounts    **Collateral**    Summary

Step 3/4

#### Collateral

**Collateral type\***

☒ Online / card payment

**Collateral amount\***

The minimum amount of collateral 1014 PLN

PLN Enter amount

☐ Identification data for transfer

☐ Bank guarantee

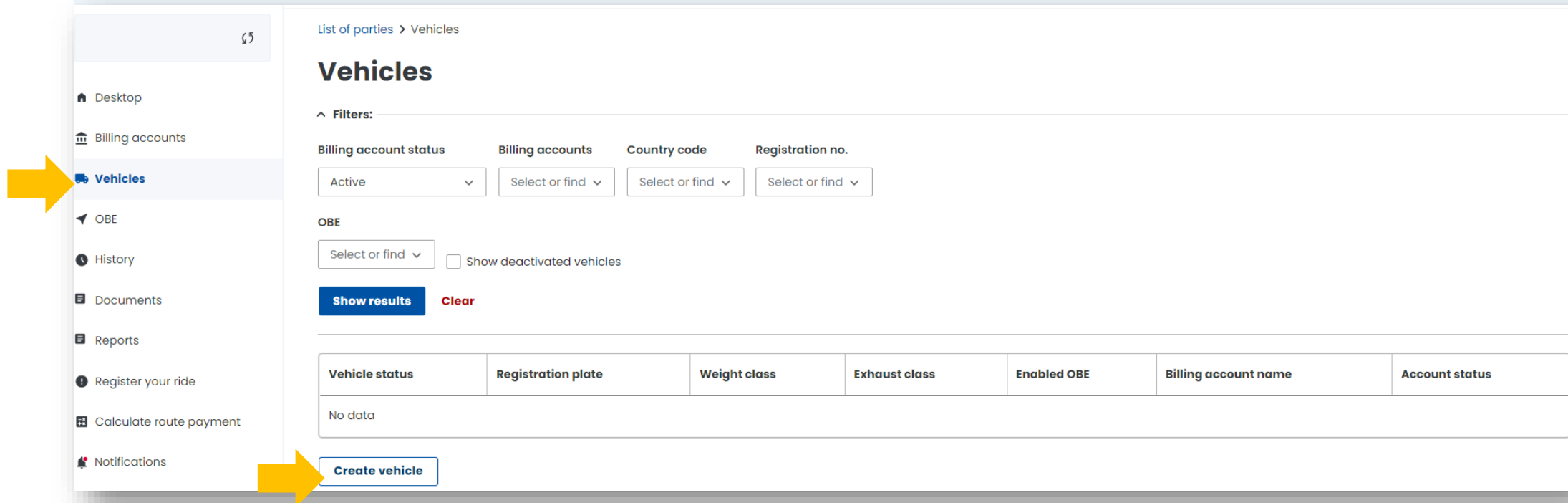
☐ Insurance guarantee

3. Once the process has been successfully completed, a message will appear stating that the financing has been created. Then select **Close**.

The screenshot displays the 'Financing creation' process in a web application. The left sidebar contains 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 shows the 'Financing creation' progress bar with four steps: Financing type, Billing accounts, Collateral, and Summary. The 'Summary' step is active, showing details for Financing type (Deferred payment), Billing account (Jan1), and Collateral (Online / card payment, 1 014.00 PLN). A 'Note!' dialog box is overlaid on the screen, containing the following text: 'You accept the financing created for specified billing accounts. When you continue, you will be forwarded to payment operator service and can no longer cancel the collateral. When you cancel your payment or in case of failed payment, the new financing will not be confirmed. You can pay for the collateral again when you go to new financing details. Before the collateral is paid for, you will not be able to drive the vehicles added to the billing accounts with the unpaid collateral.' The dialog box has a 'Pay for financing' button and a 'Discard' button. A yellow arrow points from the 'Create financing' button at the bottom of the summary section to the 'Pay for financing' button in the dialog box. To the right of the dialog box, there is a 'Select Payment Method' panel with options: Payment Card (with logos for Mastercard, ID Check, Visa, and Visa Electron), Petrol Card (with logos for CNV, Shell, P, and EWS), Blik (with the Blik logo), and Bank Transfers (with a bank icon). A blue button labeled 'Continue to Pay 20.00 zł' is at the bottom of the payment method panel, and a 'Cancel payment' link is below it.

## 9. Add a vehicle and assign it to the billing account.

Select **Vehicles** tab 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 menu with the following items: Desktop, Billing accounts, **Vehicles** (highlighted with a yellow arrow), OBE, History, Documents, Reports, Register your ride, Calculate route payment, and Notifications. The main content area is titled 'List of parties > Vehicles' and 'Vehicles'. It features a 'Filters' section with four dropdown menus: '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 these is an 'OBE' section with a 'Select or find' dropdown and a checkbox for 'Show deactivated vehicles'. There are 'Show results' and 'Clear' buttons. At the bottom of the main area is a table with the following columns: 'Vehicle status', 'Registration plate', 'Weight class', 'Exhaust class', 'Enabled OBE', 'Billing account name', and 'Account status'. The table currently contains the text 'No data'. A yellow arrow points to the 'Create vehicle' button located at the bottom right of the main content area.

List of parties > Vehicles

### Vehicles

^ Filters:

Billing account status    Billing accounts    Country code    Registration no.

Active    Select or find    Select or find    Select or find

OBE

Select or find    ☐ Show deactivated vehicles

Show results    Clear

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

Create vehicle

1. 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 links: Desktop, Billing accounts, Vehicles (highlighted), OBE, History, Documents, Reports, Register your ride, and Calculate route payment. The main content area shows a form for 'Billing account' with a text input field containing 'Jan'. Below the input field, a message states 'You did not find an account on the list?' with a link 'Create billing account'. A yellow arrow points to the input field. At the bottom, there is a 'Next step' button.

2. Enter the country of registration of the vehicle and its registration number. Click **Next step**.

The screenshot shows the 'Vehicle creating' process at Step 2/6, 'Verification'. The progress bar now highlights the 'Verification' step. The left sidebar is the same as in the previous screenshot. The main content area shows a form for 'Verification' with two input fields: 'Current vehicle registration country\*' (a dropdown menu showing 'Select or find') and 'Registration no.\*' (a text input field with the placeholder 'Type number'). A yellow arrow points to the 'Registration no.\*' field. At the bottom, there are 'Previous step' and 'Next step' buttons.

### 3. Fill in the vehicle information.

Once you have entered the 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.\*

Make (optional)

Model (optional)

The current country of registration of the vehicle\*

Scan the registration certificate

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

Registration certificate\*

+ Add file

Previous step Next 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\***

DPO

+ Add another file

Delete

Previous step Next step

5. Fill in the details from the registration certificate regarding the emission class and add a scan of the Euro class document (not required).  
Click **Next step**.

List of parties > Vehicles

## Vehicle creating

Step 5/6

### Emission class

Exhaust emission class\*

Select

Registration certificate\*

DPO ul: 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

## 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](#)

Verification [Edit](#)

Vehicle information [Edit](#)

Total weight [Edit](#)

Emission class [Edit](#)

**Vehicle:**

**Your vehicle has been created**

Vehicle registration no.

Weight class is 41. EURO class determined at Euro4.

**Price communication**

Road type	Without trailer	With trailer
A/S	0.39	0.39
GP/G	0.31	0.31

**Assign OBE to vehicle** **Create another vehicle** **Close**

## 10. Add a location device

1. Once you have created the financing, you will be redirected to the **Vehicles** tab, select **Create OBE**.

2. Then enter the device's unique Business ID. Click **Create OBE**.

3. You will be notified of the completion of the process with a message. Click **Assign OBE to vehicle**.

The image displays three sequential screenshots of a web application interface for creating and assigning an OBE (On-board Unit).

**Top Screenshot: OBE assigning**  
The breadcrumb trail is "List of parties > Vehicles > OBE assigning". The left sidebar shows "Vehicles" as the active tab. The main content area has a heading "OBE assigning" and a sub-label "OBE\*". Below this is a "Select" dropdown menu. A message states "You did not find OBE on" followed by a yellow arrow pointing to a blue "Create OBE" link. At the bottom are "Assign OBE" and "Cancel" buttons.

**Middle Screenshot: OBE creation**  
The breadcrumb trail is "List of parties > OBE > OBE creation". The left sidebar shows "OBE" as the active tab. The main content area has a heading "OBE creation" and a sub-label "Business identifier\*". Below this is an "Enter ID" input field, with a yellow arrow pointing to it. At the bottom are "Create OBE" and "Cancel" buttons.

**Bottom Screenshot: OBE creation confirmation**  
The breadcrumb trail is "List of parties > OBE > OBE creation". The left sidebar shows "OBE" as the active tab. The main content area displays "OBE: M00- -5" and the message "Your OBE has been created". It lists "Device type" as "Mobile application" and "Business identifier" as "M00- 5". At the bottom are "Assign OBE to vehicle", "OBE details", and "Close" buttons, with a yellow arrow pointing to the "Assign OBE to vehicle" button.

## 11. Assign the location device to a vehicle

1. Go to the **OBE** tab to assign an OBE. Select **Assing OBE to vehicle**.
2. Then select the vehicle to which you want to assign your location device from the **Vehicles** drop-down list and click **Assign OBE**.

The screenshot shows the 'OBE' section of a web application. A yellow arrow points to the 'OBE' tab in the left sidebar. The main area is titled 'OBE' and contains filters for 'OBE status', 'Registration no.', and 'Business ID'. Below these are buttons for 'Show results' and 'Clear'. A table lists OBEs with columns for 'Status', 'Type', 'Busii', and 'Status'. A yellow arrow points to the 'Assign OBE to vehicle' link in the table. Another yellow arrow points to the 'Vehicles' option in the left sidebar of an inset window titled 'OBE assigning'. In this inset, there is a dropdown for 'OBE\*' and a button 'Assign OBE'.

**OBE**

List of parties > OBE

**Filters:**

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

☐ Show deleted OBEs

**Show results** **Clear**

Status	Type	Busii	Status
✖ Not assigned	📱 Mobile application	M00- -0	<a href="#">Assign OBE to vehicle</a>

**Create OBE**

10 Rows per page

**OBE assigning**

List of parties > Vehicles > OBE assigning

OBE\*  
Select

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

**Assign OBE** **Cancel**

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

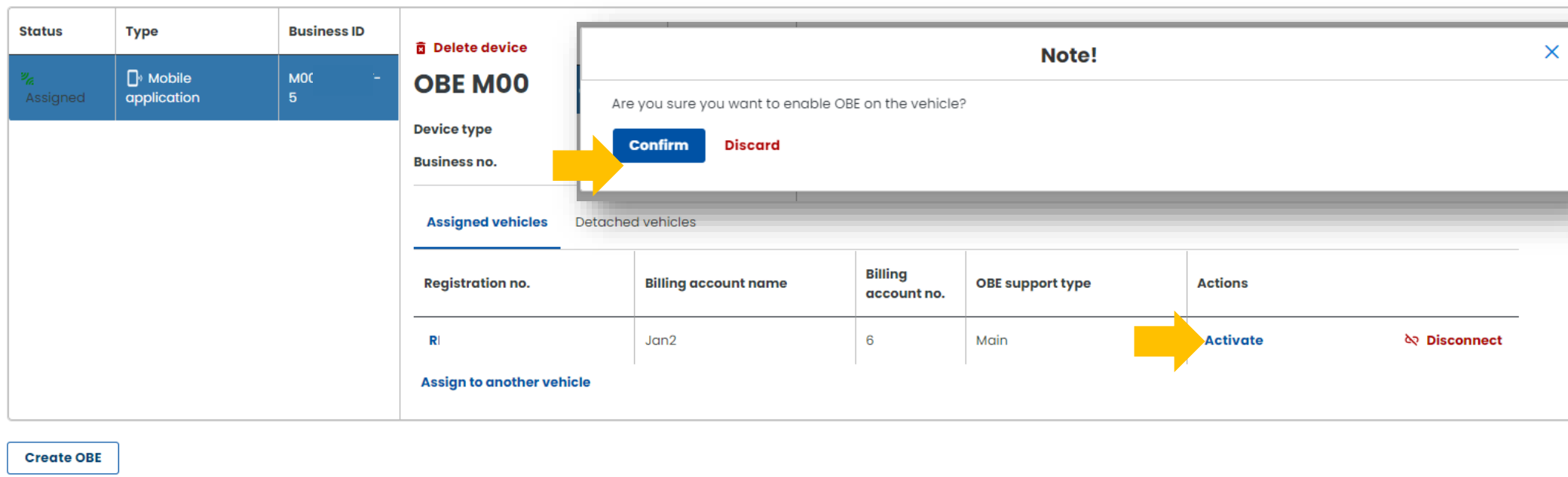
The screenshot shows a web application for managing On-board Equipment (OBE). On the left is a sidebar with navigation links: Desktop, Billing accounts, Vehicles, OBE (highlighted), History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main area is titled 'List of parties > OBE' and 'OBE'. It includes filter sections for 'OBE status' (a dropdown menu), 'Registration no.' (a 'Select or find' input), and 'Business ID' (a 'Select or find' input). There is a checkbox for 'Show deleted OBEs', a 'Show results' button, and a 'Clear' link. Below the filters is a table with columns: Status, Type, and Business ID. The first row shows 'Assigned' (with a green checkmark icon), 'Mobile application', and 'M00-5'. A yellow arrow points to the 'Assigned' status. To the right of the table is a detailed view for 'OBE M00-5'. It includes a 'Delete device' button, 'Device type' (Mobile application), and 'Business no.' (M00-5). Below this is a tabbed interface with 'Assigned vehicles' selected and 'Detached vehicles' as an option. The 'Assigned vehicles' tab contains a table with columns: Registration no., Billing account name, Billing account no., OBE support type, and Actions. The first row shows 'Jan2' for the billing account name, 'Main' for the support type, and 'Activate' and 'Disconnect' (with a red icon) in the actions column. At the bottom of the detailed view is a link 'Assign to another vehicle'. At the bottom of the main area is a 'Create OBE' button.

Status	Type	Business ID
Assigned	Mobile application	M00-5

Registration no.	Billing account name	Billing account no.	OBE support type	Actions
	Jan2		Main	Activate Disconnect

## 12. Activate the OBE in the OCA

To activate the OBE, select the **Activate** link in the Actions column and confirm your selection in the message that appears by clicking the **Confirm** button.



The screenshot displays the OBE M00 interface. On the left, a table lists the device status and type. A yellow arrow points from the 'Confirm' button in the confirmation dialog to the 'Activate' link in the 'Actions' column of the 'Assigned vehicles' table.

Status	Type	Business ID
Assigned	Mobile application	MOC 5

**OBE M00**

Device type

Business no.

**Confirm** **Discard**

**Note!**

Are you sure you want to enable OBE on the vehicle?

**Confirm** **Discard**

**Assigned vehicles** Detached vehicles

Registration no.	Billing account name	Billing account no.	OBE support type	Actions
Rl	Jan2	6	Main	<b>Activate</b> <b>Disconnect</b>

**Create OBE**

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

If you successfully complete the OCA account registration process, all fields below should be completed. Please wait while we verify your account. You will be informed of the completion of the process by email.

The screenshot shows a web dashboard for an "Online Customer Account". On the left is a sidebar menu with items: Desktop, Billing accounts, Vehicles, OBE, History, Documents, Reports, Register your ride, Calculate route payment, Notifications, and Tickets. The main content area has a greeting "Good morning, Testowa 2". Below this is a blue banner that says "Welcome to the Online Customer Account" and "From now on, all your most important functionalities are available from the position of the new dashboard." To the right of the banner are three status cards: "Client ID", "Your role Administrator", and "Client status Unconfirmed". Below the banner is a "Favourite" section with a message "No functionality has been selected as favourite" and a link "Click here to add your first functionality". To the right is a "Recently created users" section showing "Jan Kowalski Administrator". At the bottom are four tiles: "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 arrow.

### Good morning, Testowa 2

**Welcome to the Online Customer Account**

From now on, all your most important functionalities are available from the position of the new dashboard.

Client ID

Your role  
**Administrator**

Client status  
**Unconfirmed**

**Favourite**

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

**Recently created users**

Jan Kowalski  
Administrator

**Customer details**

**Financing**

**Financing notes**

**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](https://etoll.gov.pl).