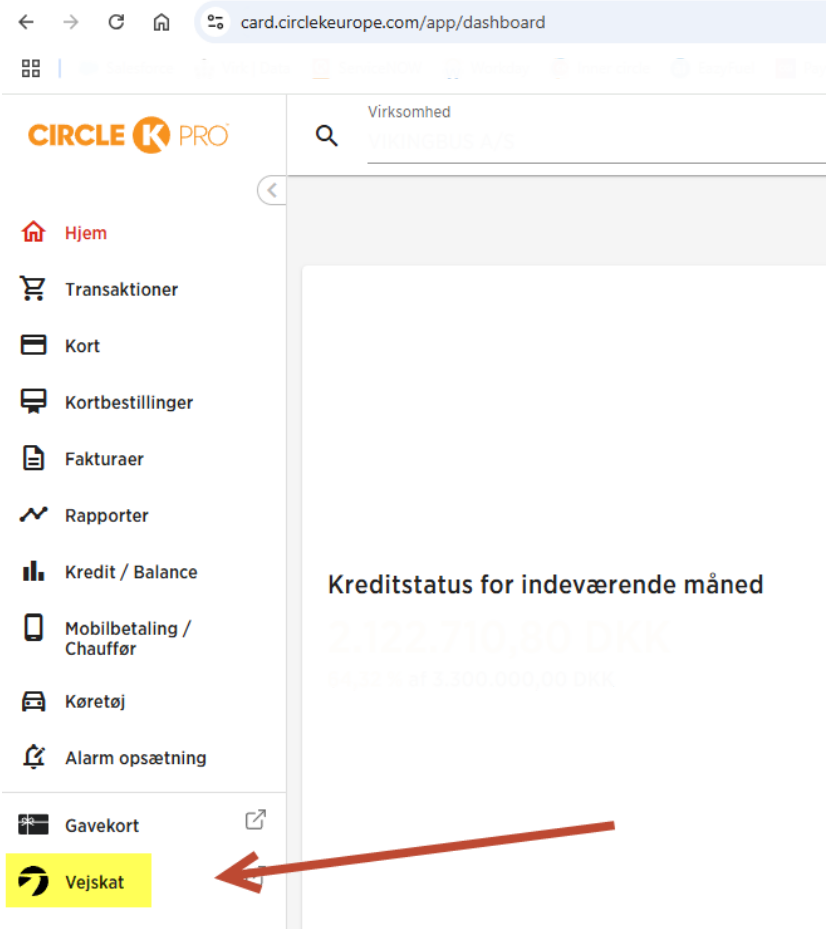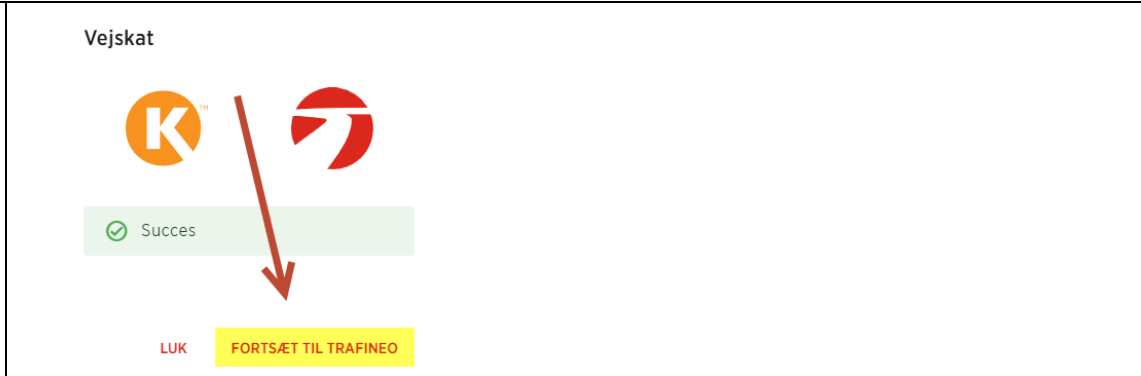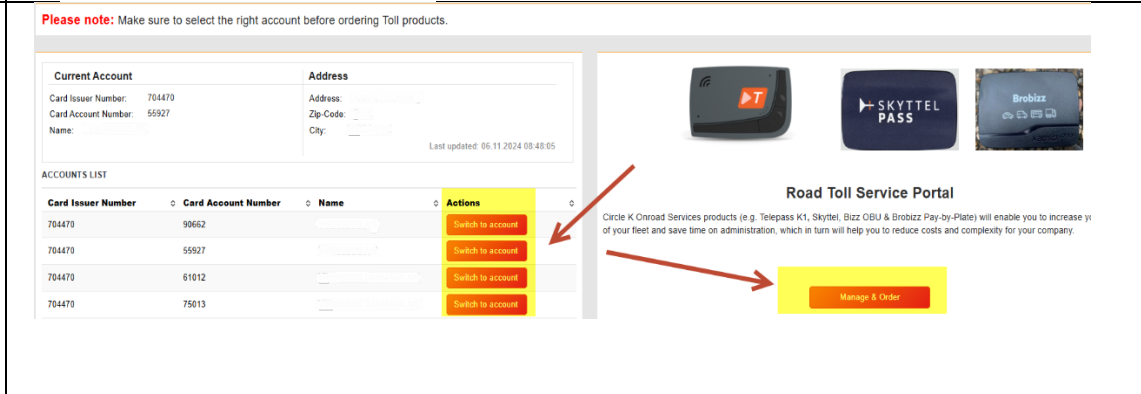# Guide to Registering a Vehicle and Ordering a Toll Box from Brobizz/Telepass

Step 1: To order a toll box, you need access to Circle K's self-service portal: Card E Services.	Sign up or log in here: https://www.circlek.dk/erhverv/card
Step 2: Once logged in to Card E Services, proceed to the toll portal.	

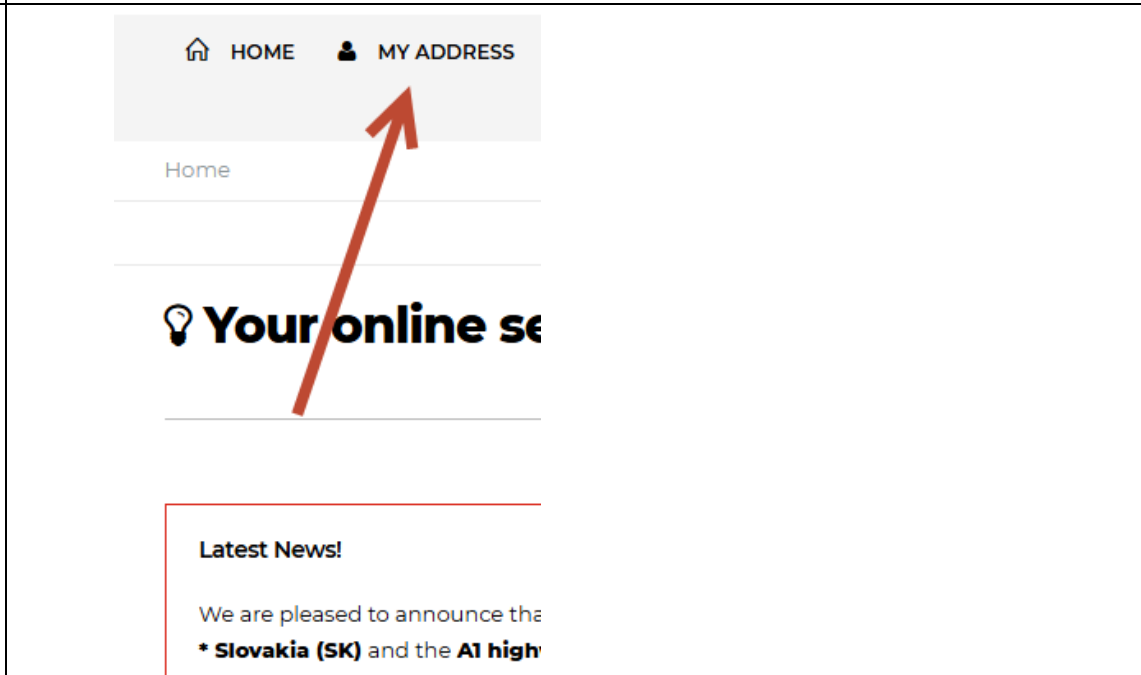|	
Step 3: Click on "Continue to Trafineo."	Vejskat Succes LUK FORTSÆT TIL TRAFINEO
Step 4: Select the account you wish to log in to. (If you have more than one account, click "Switch to account" to choose the correct one.) If you only have one account, click "Manage & Order."	**Please note:** Make sure to select the right account before ordering Toll products. **Current Account** Card Issuer Number: 704470 Card Account Number: 55927 Name: **Address** Address: Zip-Code: City: Last updated: 06.11.2024 08:48:05 **ACCOUNTS LIST** | Card Issuer Number	Card Account Number	Name	Actions
---	---	---	---
704470	90662		Switch to account
704470	55927		Switch to account
704470	61012		Switch to account
704470	75013		Switch to account	 **Road Toll Service Portal** Circle K Onroad Services products (e.g. Telepass K1, Skyttel, Bizz OBU & Brobizz Pay-by-Plate) will enable you to increase y... of your fleet and save time on administration, which in turn will help you to reduce costs and complexity for your company. Manage & Order
Step 5: In the toll portal, start by completing any missing data in the "My Address" menu. **Note: You cannot register a vehicle or order a box without completing this step.**	🏠 HOME 👤 MY ADDRESS Home 💡 **Your online se** **Latest News!** We are pleased to announce tha... * **Slovakia (SK)** and the **A1 high**...

Step 6: Fill in all the required fields marked with *. It is recommended to enter a phone number in the "Phone" field to receive an SMS with tracking information. Check the box "I do not have a Slovakian Company ID," and click "Save." **Note: The information in these fields is used to determine where your toll boxes should be sent. It is not related to invoices or other data.**	
Step 7: Return to the homepage by clicking "Home."	
Step 8: Scroll down slightly and click "Manage Vehicles" to register your first vehicle.	

Step 9: You have three options for registering your first vehicle, detailed in steps 9.1, 9.2, and 9.3:	Existing vehicle **+ IMPORT VEHICLES** **🚚 CREATE VEHICLE (3.5T OR MORE)** **🚗 CREATE VEHICLE (UP TO 3.5T)** **Please note: Vehicle data can only be edited if no active OBU is connected to the vehicle.** 📄 EXCEL 📄 CSV 🖨 PRINT ↻ RESET ⟳ RELOAD Show 10 ⌄ entries Search: **Step 9.1**: Register a vehicle up to 3.5 tons. **Step 9.2**: Register a vehicle over 3.5 tons. **Step 9.3**: Import multiple vehicles simultaneously (fill in an Excel sheet).
Step 9.1: Registering a vehicle up to 3.5 tons. Click on "Create Vehicle (Up to 3.5T)."	**+ IMPORT VEHICLES** **🚚 CREATE VEHICLE (3.5T OR MORE)** **🚗 CREATE VEHICLE (UP TO 3.5T)** :le. This option is typically used for passenger cars ordering a Brobizz or enrolling in Brobizz Pay By Plate.
Step 9.1.1: Complete all required fields marked with * and upload the vehicle's registration certificate. Finish by clicking "Save."	**Vehicle data** Company: * Fuel card number: 704470 * Expiry date MM/YY: 01 2018 * License plate (as stated in the vehicle registration document): Cost Center: * Country of registration: Please select * Empty weight - G [KG] (Tractor): * Max weight - F1 [KG] (Tractor): * Max weight - F2 [KG] (Tractor): * Max weight - F3 [KG] (Tractor + Trailer): Vehicle Length [Tractor+Trailer] (cm): * Vehicle Class: N1 Engine characteristics: No Entry FAP (particulate filter): No FAP Filter class: Max 0,100 g/km per PRC 0 Vehicle Manufacturer: Please select Year of vehicle manufacture (YYYY): Please select * Number of axels (Tractor): Maximum number of axels (Tractor + Trailer): * Vehicle Height: < 3M * Emission Category: EURO 0 * VIN (Vehicle identification number): Front of vehicle registration certificate: Choose File No file chosen Back of vehicle registration certificate: Choose File No file chosen Additional documents to vehicle registration certificate: Choose File No file chosen 💾 SAVE ↺ CANCEL
Step 9.2: Click on "Create Vehicle (3.5T or more)."	**+ IMPORT VEHICLES** **🚚 CREATE VEHICLE (3.5T OR MORE)** **🚗 CREATE VEHICLE (UP TO 3.5T)** :le. This option is generally used for trucks, buses, or large vans ordering a toll box from Brobizz (for Denmark) or Telepass (EETS Box for Europe) and when registering vehicles individually.

Step 9.2.1:
Fill in all required fields marked with * and upload the vehicle's registration certificate.

Continue to step 9.2.2 based on the type of box you wish to order.

Fuel Card details

* Fuel card number :	704470
* Expiry date MM/YY :	01　2018
Cost Center :	
Company :	

Vehicle details (mandatory)

* License plate (as stated in the vehicle registration document) :

* Country of registration : Please select

* Empty weight - G [KG] (Tractor) :

* Max weight - F1 [KG] (Tractor) :

* Max weight - F2 [KG] (Tractor) :

* Max weight - F3 [KG] (Tractor + Trailer) :

* Emission Category : EURO 0

* VIN (Vehicle identification number) :

* Vehicle Class : N2

* Number of axels (Tractor) :

* Maximum number of axels (Tractor + Trailer) :

* Vehicle Height : < 3M

Vehicle Length [Tractor+Trailer] (cm) :

Front of vehicle registration certificate : Choose File | No file chosen

Back of vehicle registration certificate : Choose File | No file chosen

Additional documents to vehicle registration certificate : Choose File | No file chosen

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Step 9.2.2:
Complete the "CO2 Reduction data (optional)" fields as needed.

If ordering a Brobizz toll box for toll payments in Denmark, fill out the required fields.

CO2 Reduction data (optional)

First Registration Date :	01 / Please select	Engine Power (KW) :	
Vehicle Group :	Please select	Axle Configuration :	Please select
Cabin type :	Please select	CIF :	Choose File / No file chosen
Engine characteristics :	No Entry	COC :	Choose File / No file chosen
CO2 Emission g/tkm :		Brobizz TollBox Co2 Class :	Please select

If you want a toll box from Telepass to pay tolls in Denmark, the following fields must be filled in: (The fields also give access to CO2 discounts in Austria and Germany.)

CO2 Reduction data (optional)

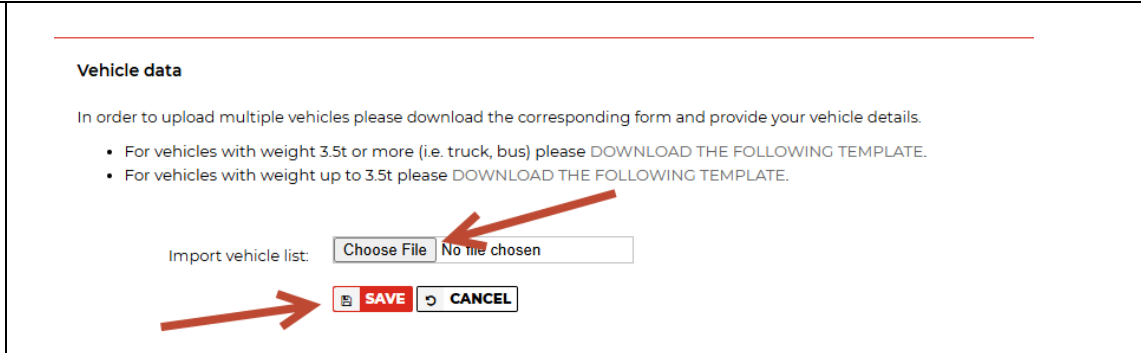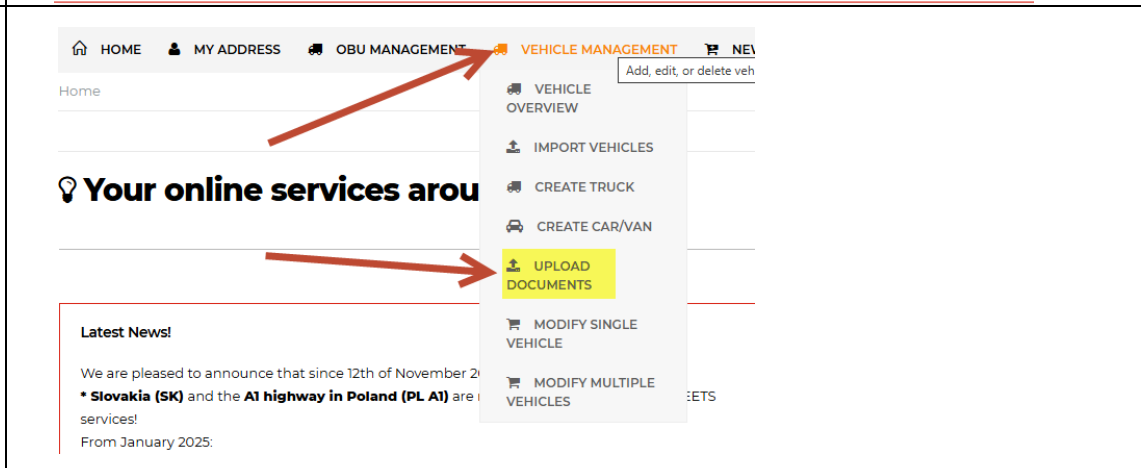|			
First Registration Date :	01 / Please select	Engine Power (KW) :	
Vehicle Group :	Please select	Axle Configuration :	Please select
Cabin type :	Please select	CIF :	Choose File / No file chosen
Engine characteristics :	No Entry	COC :	Choose File / No file chosen
CO2 Emission g/tkm :		Brobizz TollBox Co2 Class :	Please select

A little about the difference between the 2 toll boxes:

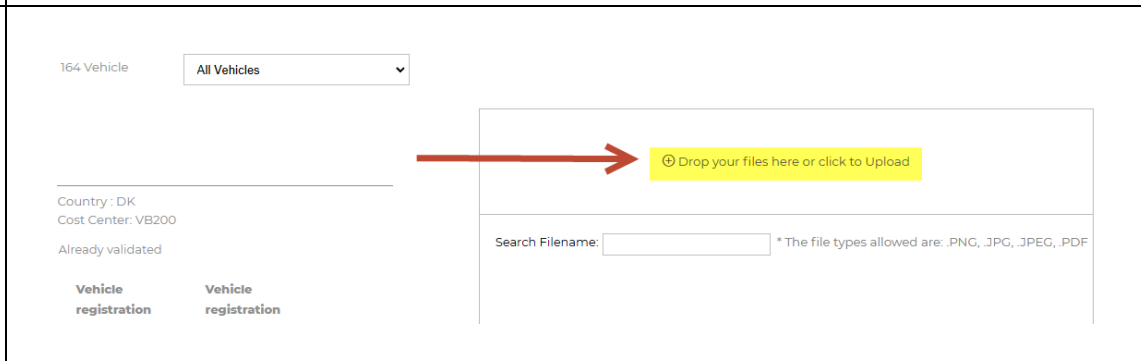| EETS – Boks (European Electronic Toll Service)	Brobizz – Vejafgift boks
Boksen er gratis at købe. Boksen koster 3 euro om måneden. Vi tager 1% i valutaomregningsgebyr til DKK, ved køb i udenlandsk valuta.	Boksen koster 120kr at købe. Boksen koster 29kr om måneden.
Boksen skal installeres med fast strøm i instrumentbrættet	Plug & Play i cigarettænderen
Leveringstid op til 14 dage (Sendes med DHL fra Italien)	Leveringstid op til 7 dage (Sendes med GLS fra Danmark)
Boksen kan manipuleres, så du kun har de tjenester aktive, som du har brug for.	Du køber et færdigt produkt, som der ikke kan ændres på.
Følgende lande kan tilføjes til boksen i dag: Østrig, Belgien, Italien, Polen (A1, A4, hele landet), Spanien, Portugal, Frankrig, Schweiz, Ungarn, Tyskland, Bulgarien, Skandinavien (Brobizz, som du kender den i dag), Følgende lande implementeres i nærmeste fremtid: Danmark (vejafgift 01.01.2025), Slovenien (Forventet december 2024), Kroatien (Forventet december 2024), Slovakiet (Forventet december 2024) og Tjekkiet (Forventet sommer 2025).	Du får adgang til følgende med vejafgiftboksen: Vejafgifter i Danmark, Storebæltsbroen, Øresunsbron, Norske veje, Norske færger, Norgesaftale, Aarhus Havn, Vejle Havn og Kolding Havn.

Step 9.3: Importing multiple vehicles simultaneously (Excel sheet). Click on "Import Vehicles."	**+ IMPORT VEHICLES** **CREATE VEHICLE (3.5T OR MORE)** **🚗 CREATE VEHICLE (UP TO 3.5T)** cle. This is typically used for trucks, buses, or large vans ordering a Brobizz toll box (for Denmark) or Telepass (EETS Box for Europe) when registering multiple vehicles at once.
Step 9.3.1: Download the Excel template based on whether you're registering vehicles over or under 3.5 tons (template is in English). For a Danish version, contact Circle K.	**Vehicle data** In order to upload multiple vehicles please download the corresponding form and provide your vehicle details. • For vehicles with weight 3.5t or more (i.e. truck, bus) please DOWNLOAD THE FOLLOWING TEMPLATE. • For vehicles with weight up to 3.5t please DOWNLOAD THE FOLLOWING TEMPLATE.
Step 9.3.2: Fill out at least the required fields in red in the Excel sheet and save it on your computer.	 **Note: Be sure to use the dropdown menus in many fields. Only fields for the Circle K card, weight, and chassis number are free text.**
Step 9.3.2.1: **If ordering a Brobizz toll box,** fill out the specific field at the far right of the Excel sheet.	
Step 9.3.2.2: **If ordering an EETS box for Danish toll payments, complete the required fields to automatically calculate your CO2 class.**	

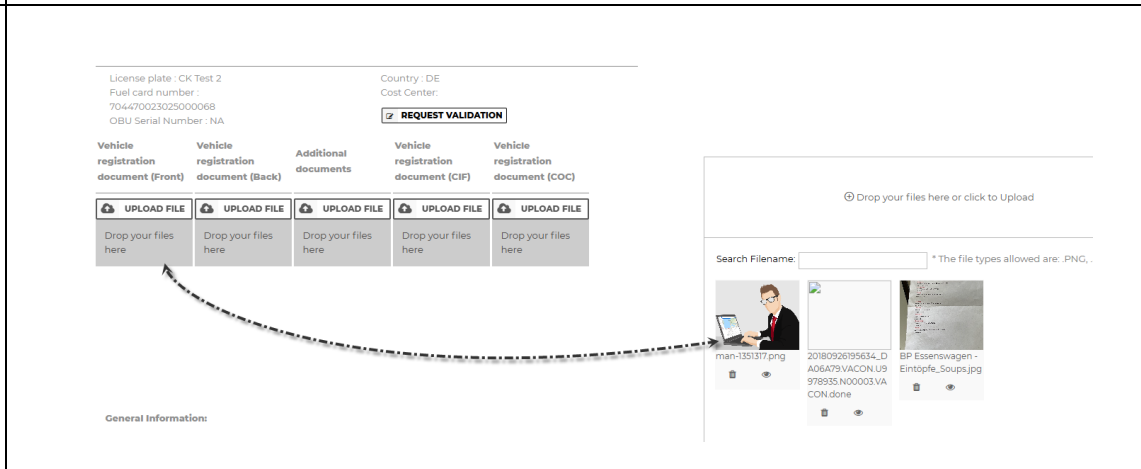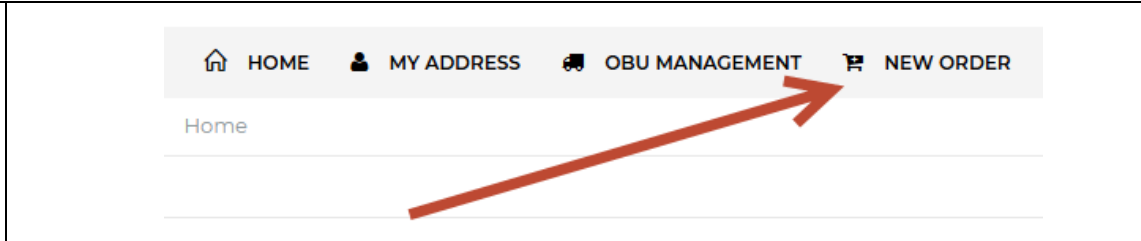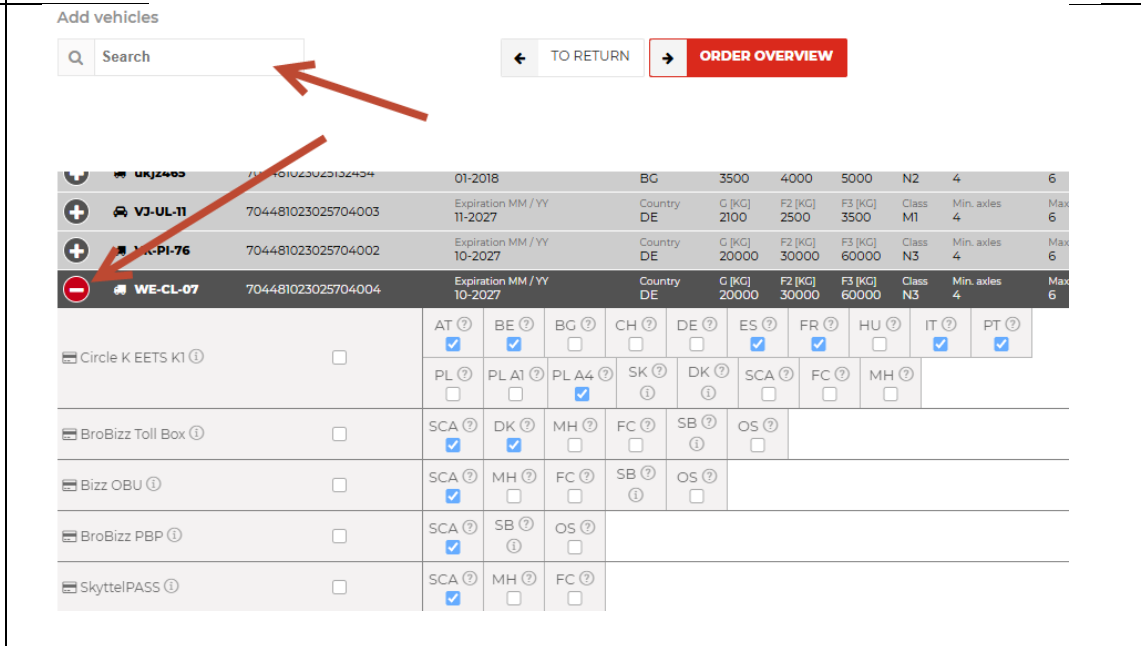|	
Step 9.3.3: Click "Choose file" and select your completed Excel sheet. Click "Save" to import the vehicles into the portal.	**Vehicle data** In order to upload multiple vehicles please download the corresponding form and provide your vehicle details. • For vehicles with weight 3.5t or more (i.e. truck, bus) please DOWNLOAD THE FOLLOWING TEMPLATE. • For vehicles with weight up to 3.5t please DOWNLOAD THE FOLLOWING TEMPLATE. Import vehicle list: [Choose File] No file chosen [SAVE] [CANCEL]
Step 9.3.4: After importing, upload the vehicle registration certificate. Hover over "Vehicle Management" and click "Upload Documents."	HOME MY ADDRESS OBU MANAGEMENT VEHICLE MANAGEMENT NEW Add, edit, or delete veh Home VEHICLE OVERVIEW IMPORT VEHICLES CREATE TRUCK CREATE CAR/VAN **Your online services arou** UPLOAD DOCUMENTS MODIFY SINGLE VEHICLE **Latest News!** MODIFY MULTIPLE VEHICLES EETS We are pleased to announce that since 12th of November 2 *** Slovakia (SK)** and the **A1 highway in Poland (PL A1)** are services! From January 2025:
Step 9.3.5: Drop or upload your files here. **Note**: We recommend naming the file after the vehicle's license plate to make it easier to match files to vehicles.	164 Vehicle [All Vehicles ▾] ⊕ Drop your files here or click to Upload Country : DK Cost Center: VB200 Already validated Search Filename: [ ] * The file types allowed are: .PNG, .JPG, .JPEG, .PDF **Vehicle registration** **Vehicle registration**
Step 9.3.6 After uploading the files, drag them to the respective vehicles under the "drop your files here" field. Repeat this for all vehicles. The document moves to the right after being uploaded to the corresponding vehicle on the left.	License plate : CK Test 2 Country : DE Fuel card number : Cost Center: 704470023025000068 OBU Serial Number : NA [REQUEST VALIDATION] **Vehicle** **Vehicle** **Additional** **Vehicle** **Vehicle** **registration** **registration** **documents** **registration** **registration** **document (Front)** **document (Back)** **document (CIF)** **document (COC)** [UPLOAD FILE] [UPLOAD FILE] [UPLOAD FILE] [UPLOAD FILE] [UPLOAD FILE] Drop your files Drop your files Drop your files Drop your files Drop your files here here here here here ⊕ Drop your files here or click to Upload Search Filename: [ ] * The file types allowed are: .PNG, man-1351317.png 20180926195634_D BP Essenswagen - A06A79.VACON.U9 Eintopfe_Soups.jpg 978935.N00003.VA CON.done **General Information:**

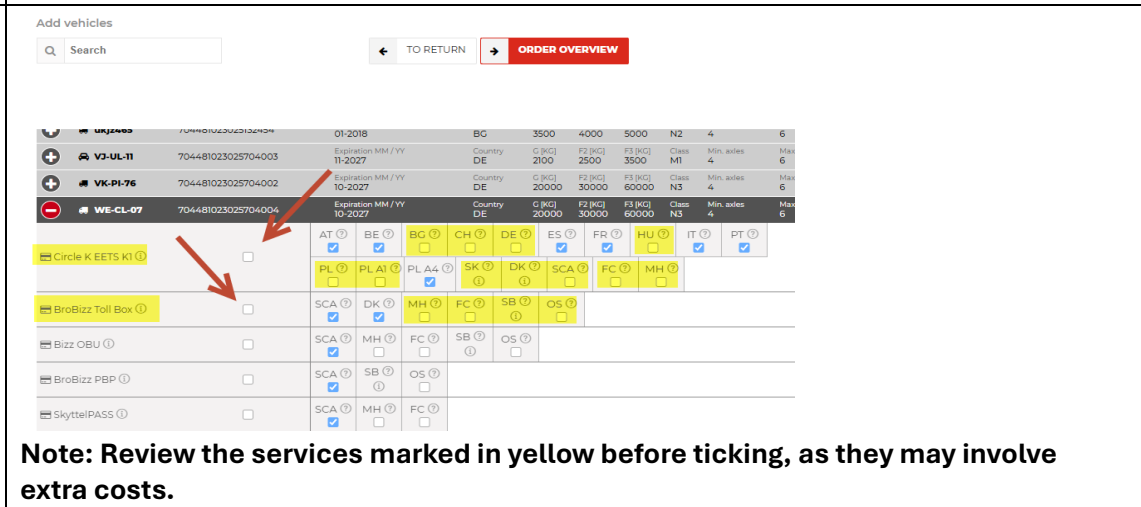|	
Step 10: Once your vehicle(s) are registered, click "New Order" to order your toll box.	
Step 11: Click "Select vehicles & services."	
Step 12: You will see an overview of your vehicles. Locate the vehicle(s) you wish to order a box for and click the grey "+" button.	
Step 12.1: Select the desired box/service and activate any relevant services by ticking the checkboxes.	 **Note: Review the services marked in yellow before ticking, as they may involve extra costs.**

Step 12.2: For Brobizz toll boxes, check SB and OS to receive crossing discounts. **Note**: Bridge agreements are automatically included under "SCA/SKA" for EETS boxes.	
Step 12.3: Click "Order Overview" after selecting vehicles and services.	
Step 12.4: Click "Place Binding Order" to submit your order. Circle K will process and accept the order, and you will receive an email confirmation.	**Note: Double-check your selections before clicking "Place Binding Order" to ensure accuracy.**
Step 13:	

Your toll box order is complete, and we will ensure prompt delivery.	**Note:** • **Delivery for Brobizz Toll Box: Up to 7 days.** • **Delivery for EETS Box: Up to 14 days.**