

# Commercial Vehicle Company

## Using Mobile App

## to Split Toll Payments

**Note:**

Before using HKeToll mobile app for splitting tunnel tolls payment, please register a “Commercial Vehicle Company Account” via HKeToll website or mobile app and select a payment means.

## Using HKeToll App

# Split Toll Payment at Ease

### Simple Steps

- 1 **Add Commercial Vehicle**
- 2 **Group Vehicles**
- 3 **Accept Driver Request**
- 3 **Assign Vehicles**

# 1 Add Commercial Vehicle

The Commercial Vehicle to be added must be

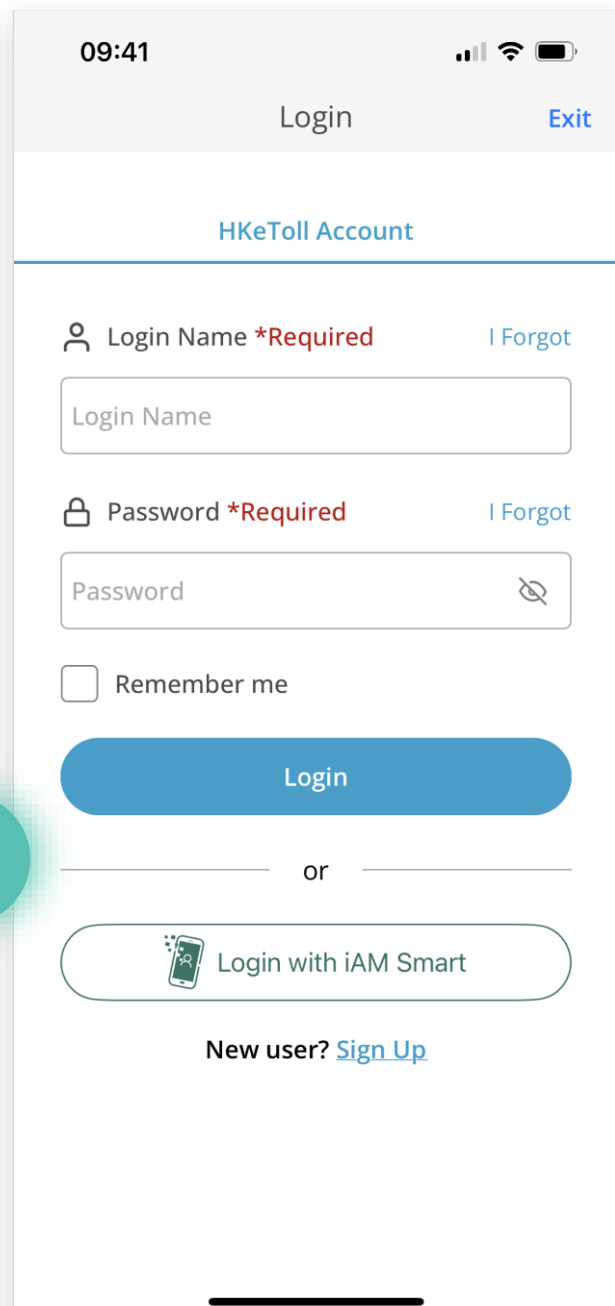
**Associated with a Vehicle Tag**

or

**A Vehicle Tag is being applied**

### Step 1 :

- ❑ Log in to your HKeToll “Commercial Vehicle Company” Account

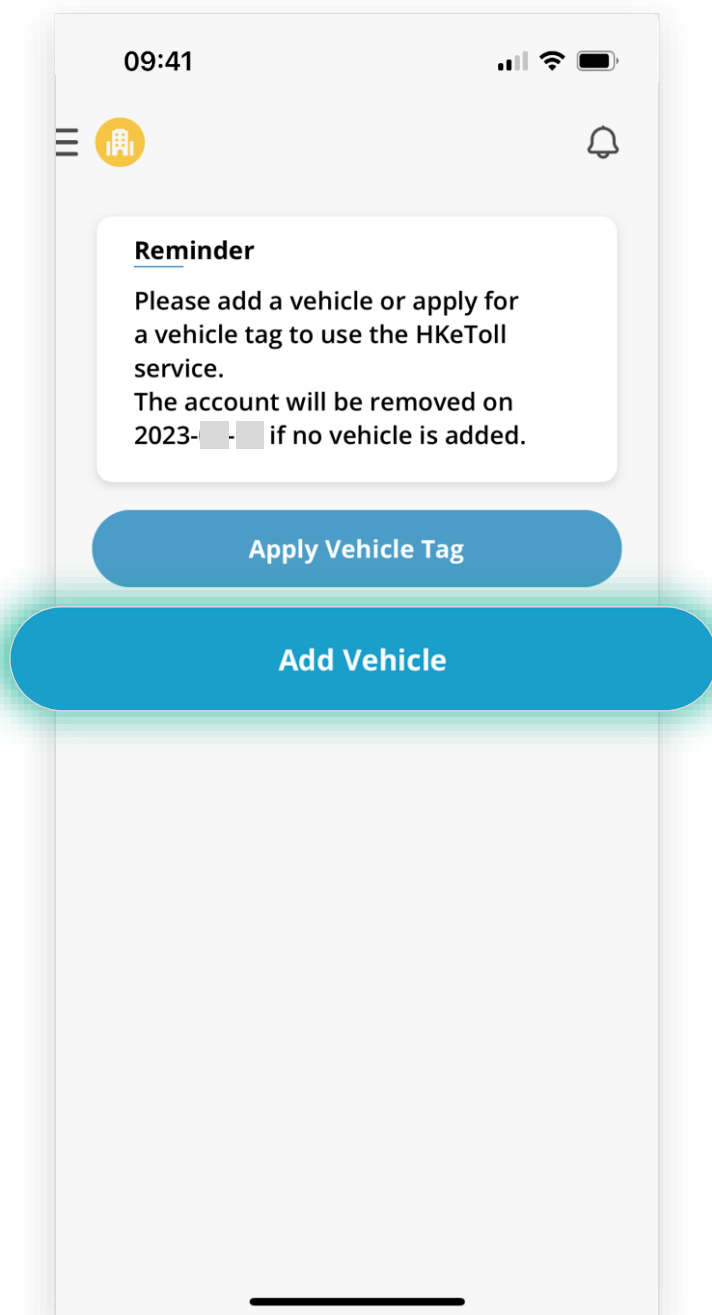


### Note:

- ❑ The operation steps for mobile app and website are similar

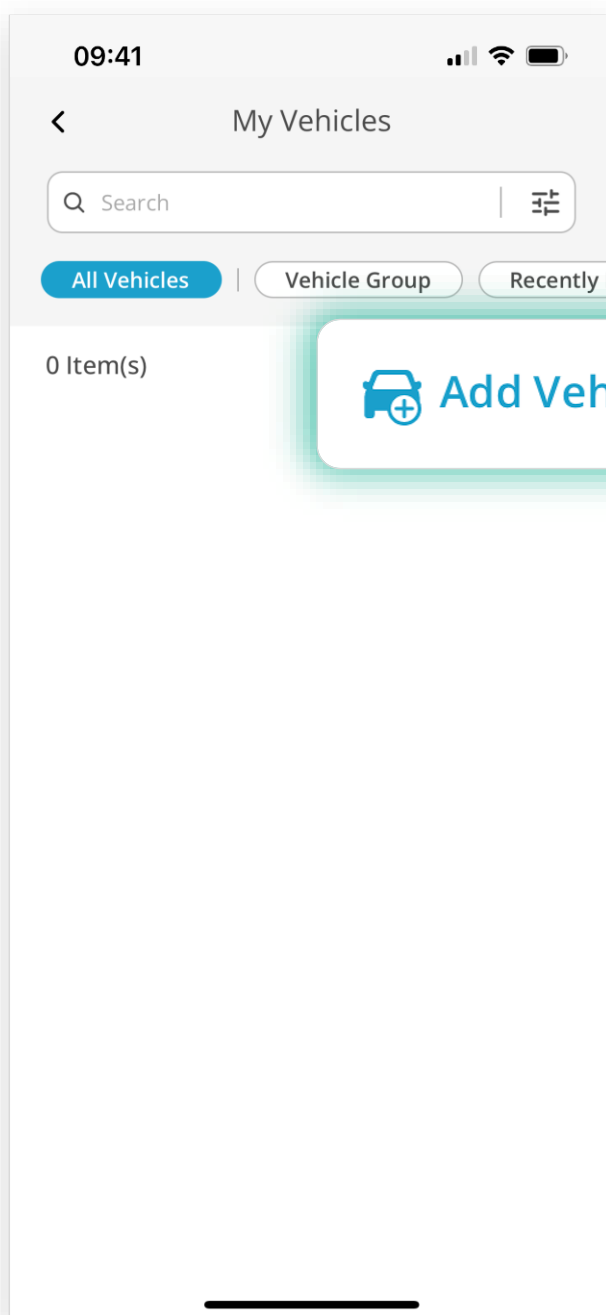
### Step 2 :

- ❑ Click on “[Add Vehicle](#)” on the home page



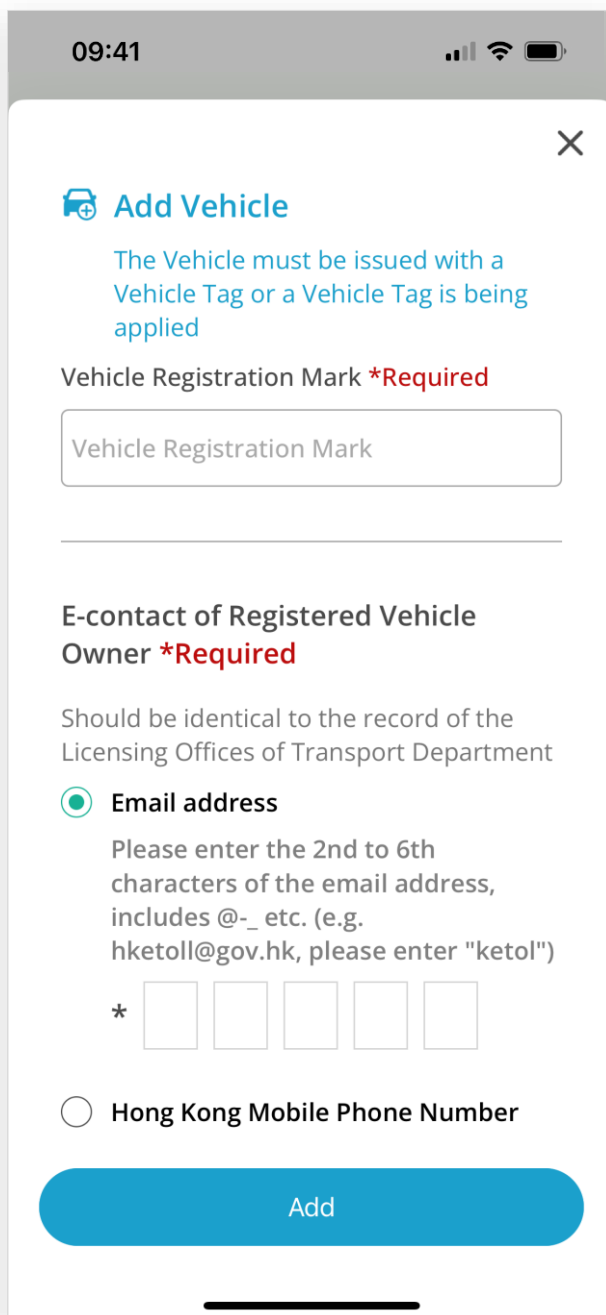
### Step 3 :

- ❑ Click on “Add Vehicle”





### Step 4 :

- ☐ Enter the “Vehicle Registration Mark” of the Commercial Vehicle
- ☐ Enter the “e-Contact” of the “Registered Vehicle Owner” as registered at the Transport Department. Then click on “Add”



09:41



 **Add Vehicle**

The Vehicle must be issued with a Vehicle Tag or a Vehicle Tag is being applied

Vehicle Registration Mark **\*Required**

Vehicle Registration Mark

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**E-contact of Registered Vehicle Owner **\*Required****

Should be identical to the record of the Licensing Offices of Transport Department

☒ **Email address**

Please enter the 2nd to 6th characters of the email address, includes @- etc. (e.g. hketoll@gov.hk, please enter "ketol")

\*

☐ **Hong Kong Mobile Phone Number**

**Add**



or

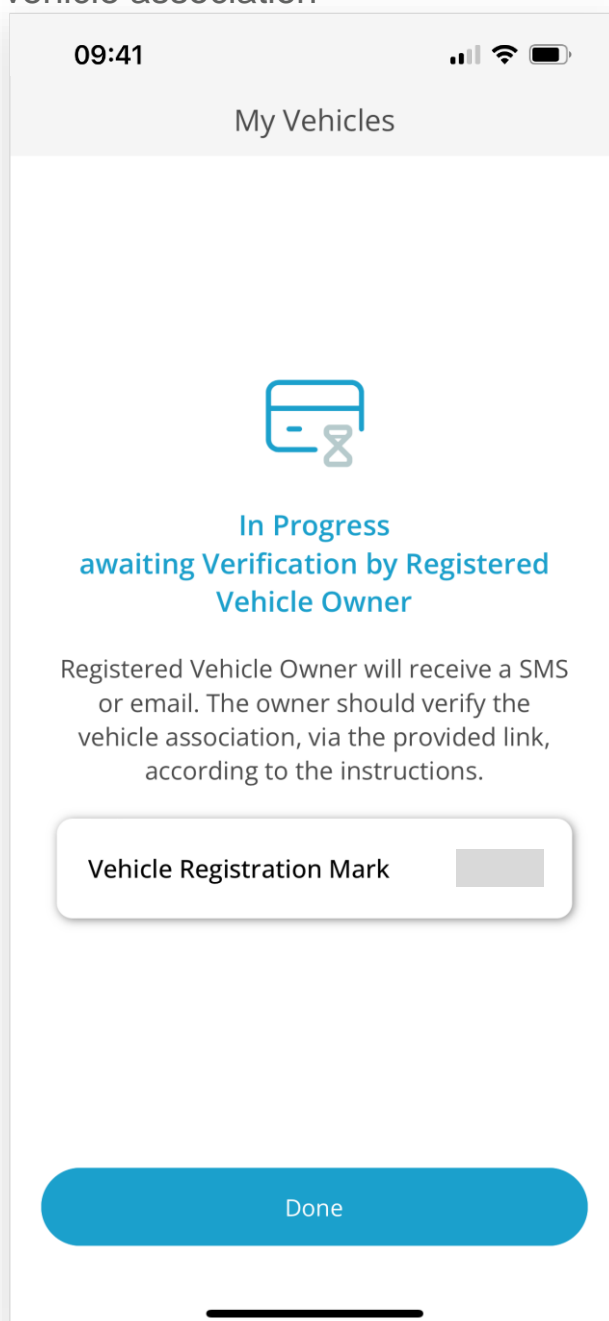


### Note

- ☐ The vehicle to be added must be “associated with a vehicle tag” or “a vehicle tag is being applied”.

**Step 5 :**

- ❑ When the following page is shown on the screen, a notification of “[Confirmation of the Vehicle Association](#)” will be sent to the “[e-Contact](#)” of the “[Registered Vehicle Owner](#)”
- ❑ The status of vehicle will then be shown as “[Pending](#)” until the [Registered Vehicle Owner accepted](#) the vehicle association





### Step 6.1 :

- ❑ The “Registered Vehicle Owner” will receive a notification of “Confirmation of the Vehicle Association” through the e-Contact as registered at the Transport Department
- ❑ Click on the link in the notification. You will be redirected to a web page for entering the verification code


#### SMS notification

[HKeToll: linking a vehicle with an account] An HKeToll account holder (Account ID : [REDACTED]) has requested to associate a vehicle (Vehicle Registration Mark: [REDACTED]) with the account. Please visit [https://\[REDACTED\]/a/VAYyoYWhfpRe838](https://[REDACTED]/a/VAYyoYWhfpRe838) to confirm the request. Otherwise, the request will be automatically cancelled.

OR

#### Email notification

**Add Vehicle to your HKeToll account**




**do-not-reply@hketoll.gov.hk** 18:03


To: Me

[Details](#)


[HKeToll: linking a vehicle with an account] An HKeToll account holder (Account ID : [REDACTED]) has requested to associate a vehicle (Vehicle Registration Mark: [REDACTED]) with the account. Please visit [https://\[REDACTED\]/a/VAYyfZbW9gbuA52](https://[REDACTED]/a/VAYyfZbW9gbuA52) to confirm the request. Otherwise, the request will be automatically cancelled.

09:41

 HKeToll 易通行 [Login](#)



**Vehicle Association Confirmation**

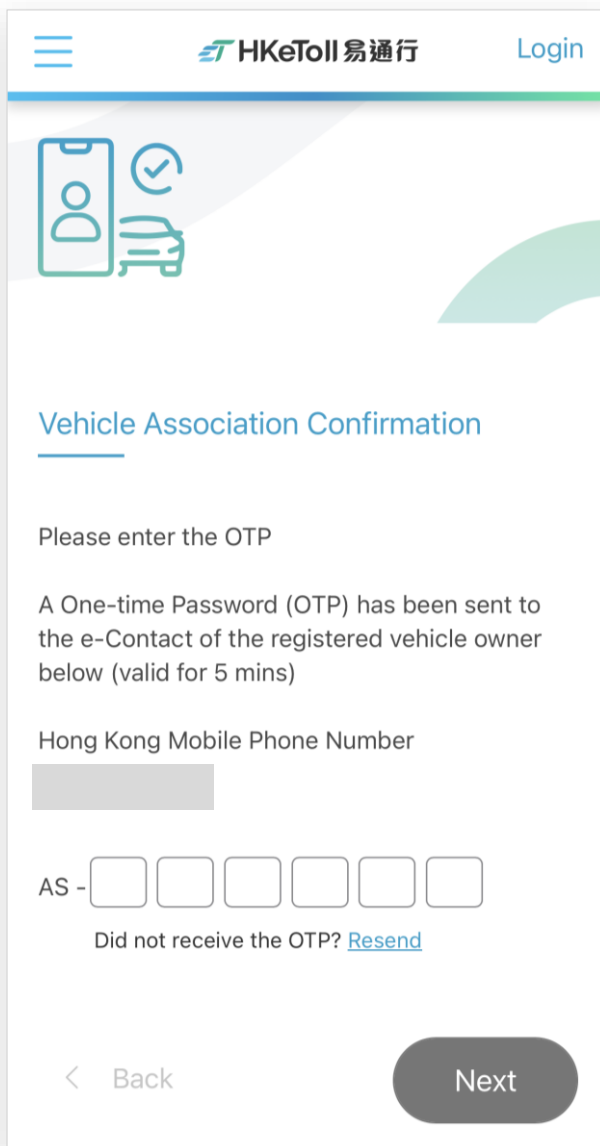


Please enter the numbers above

[Next](#)

### Step 6.2 :

- ☐ A One-time Password will be sent to the “e-Contact” of the “Registered Vehicle Owner”
- ☐ Enter the One-time Password



The screenshot shows the HKeToll mobile app interface. At the top, there is a menu icon, the HKeToll logo, and a 'Login' link. Below the header is a large icon representing a person and a car. The main section is titled 'Vehicle Association Confirmation'. It instructs the user to enter the OTP and states that a One-time Password (OTP) has been sent to the e-Contact of the registered vehicle owner below (valid for 5 mins). There is a field for the Hong Kong Mobile Phone Number, which is currently empty. Below this is a row of six input boxes for the OTP, preceded by 'AS -'. A link 'Resend' is provided for users who did not receive the OTP. At the bottom, there are 'Back' and 'Next' buttons.

Vehicle Association Confirmation

Please enter the OTP

A One-time Password (OTP) has been sent to the e-Contact of the registered vehicle owner below (valid for 5 mins)

Hong Kong Mobile Phone Number

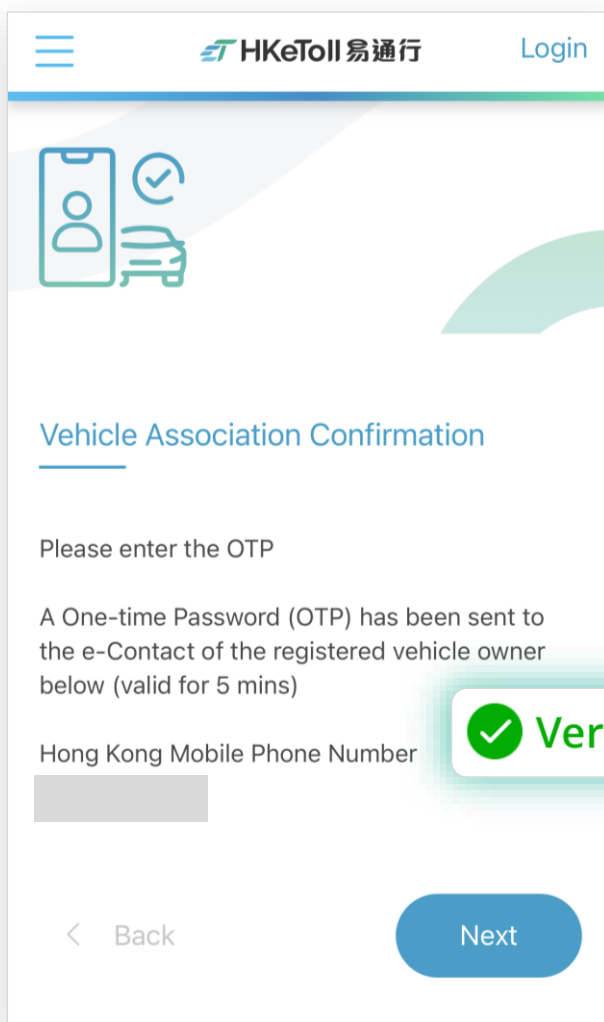
AS -

Did not receive the OTP? [Resend](#)

< Back Next

### Step 6.3 :

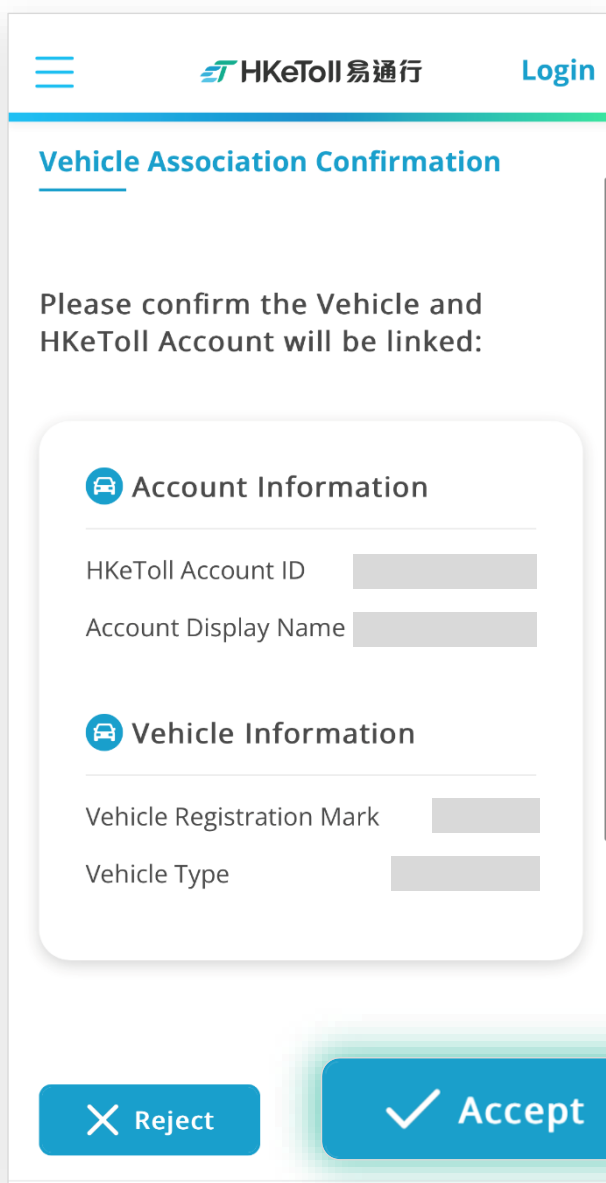
- ❑ Upon successful verification, “**Verified**” will be displayed on the screen, then click on “**Next**”




The screenshot shows the HKeToll app interface. At the top, there is a menu icon, the HKeToll logo, and a 'Login' link. Below the header, there is an icon representing a person and a car. The main section is titled 'Vehicle Association Confirmation'. It contains the text: 'Please enter the OTP', 'A One-time Password (OTP) has been sent to the e-Contact of the registered vehicle owner below (valid for 5 mins)', and 'Hong Kong Mobile Phone Number' followed by a greyed-out input field. A green checkmark icon and the word 'Verified' are displayed in a green box on the right side of the screen. At the bottom, there are two buttons: 'Back' and 'Next'.

## Step 6.4 :


- ☐ If the information is checked in order, click on “Accept”



 HKeToll 易通行 [Login](#)


**Vehicle Association Confirmation**

Please confirm the Vehicle and HKeToll Account will be linked:

 **Account Information**



HKeToll Account ID

Account Display Name

 **Vehicle Information**

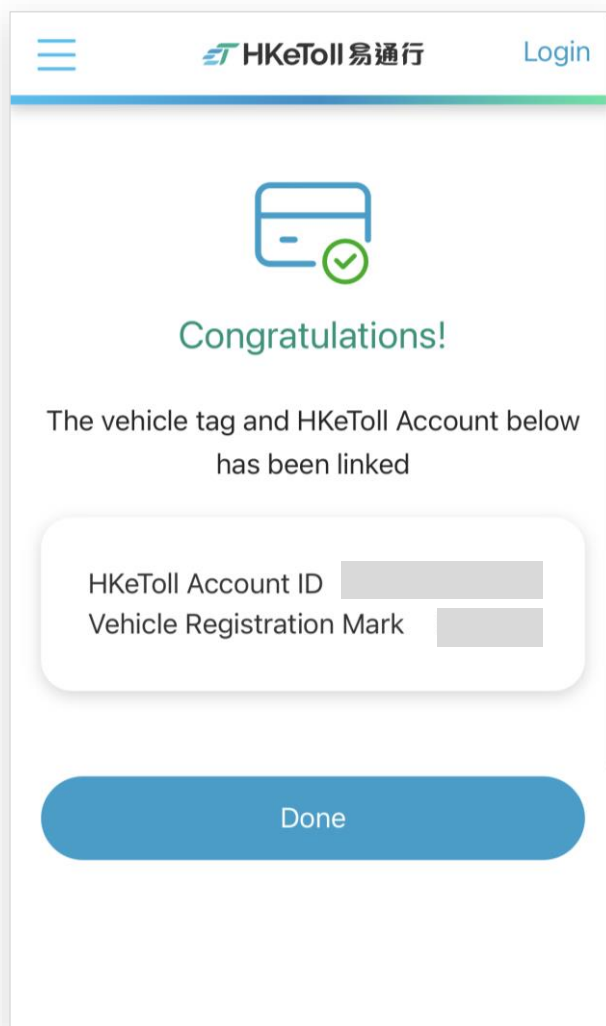
Vehicle Registration Mark

Vehicle Type

 **Reject**  **Accept**

### Step 6.5 :

- Upon successful completion, the following screen will be displayed

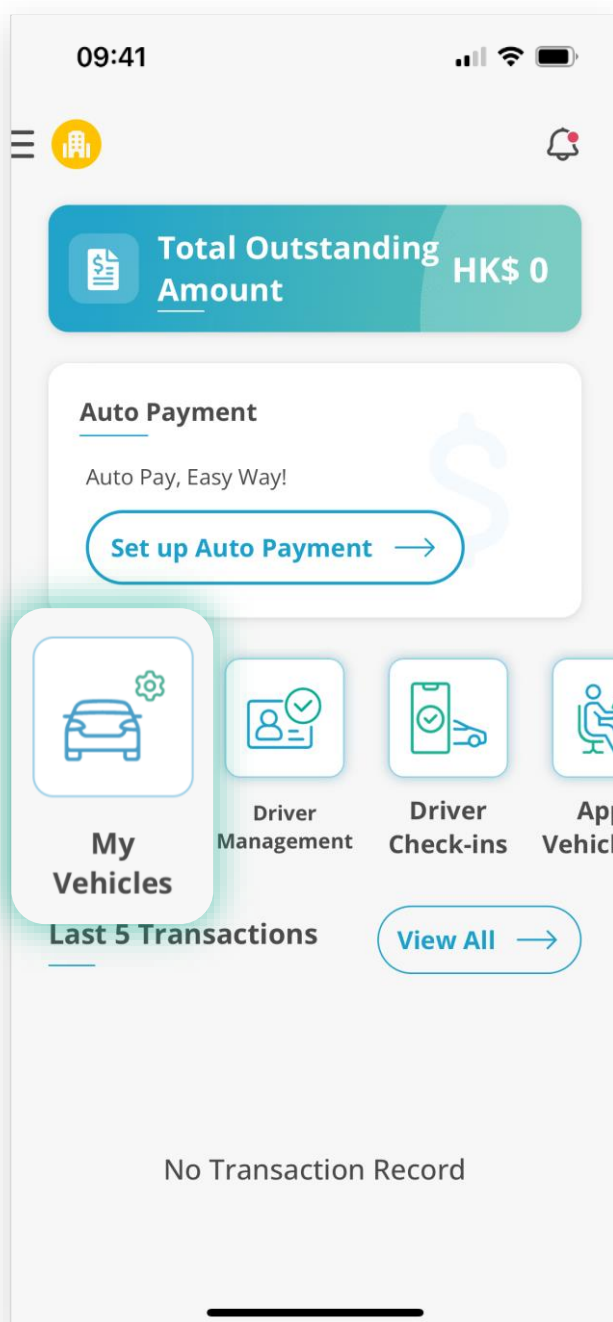




# **2 Group Vehicles**

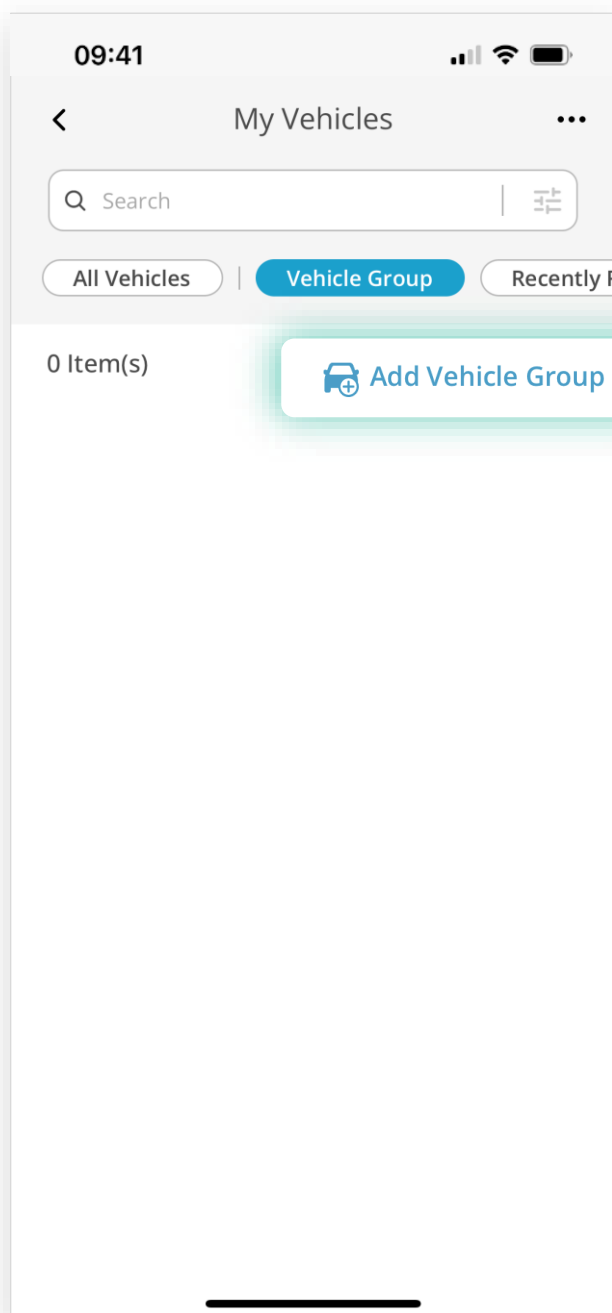
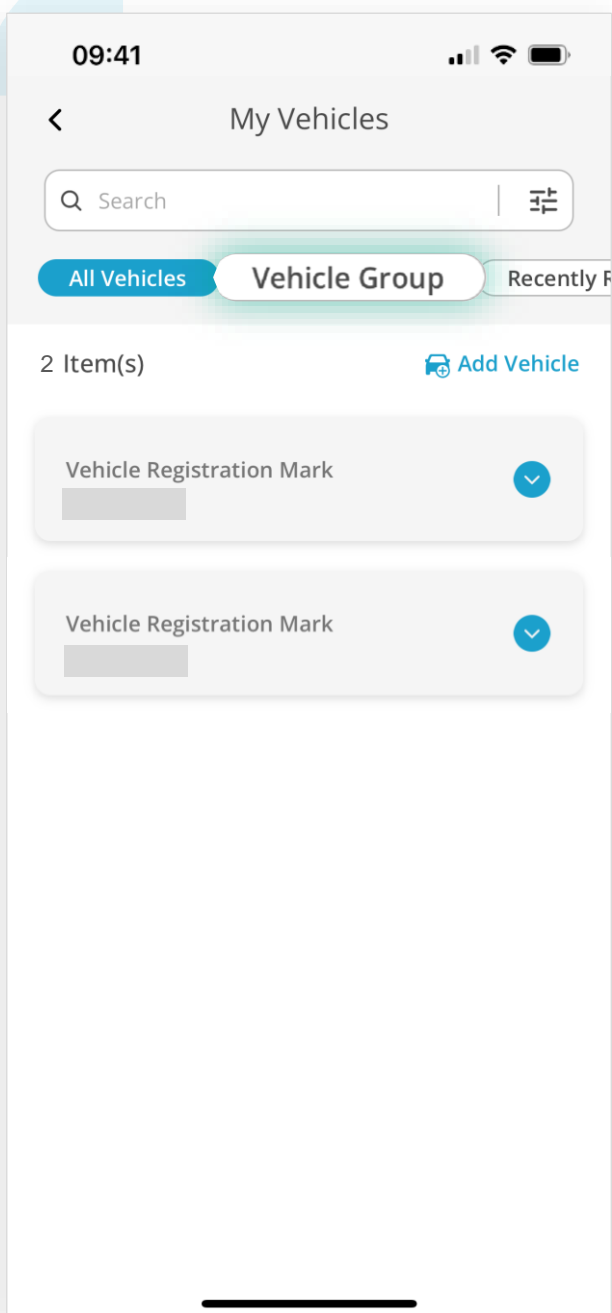
### Step 1 :

- ❑ After the “Commercial Vehicle Owner” accepted the vehicle association, click on “My Vehicles” on the home page



### Step 2 :

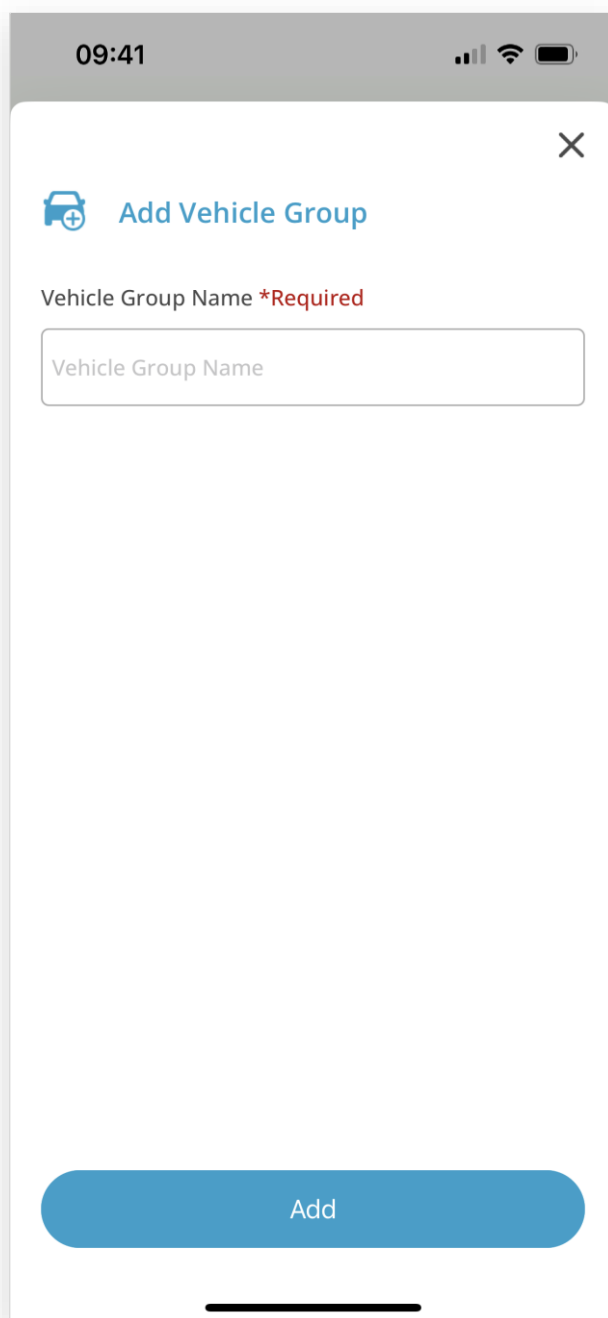
- ❑ On “My Vehicles” Page, click on “Vehicle Group”. Then, click on “Add Vehicle Group”





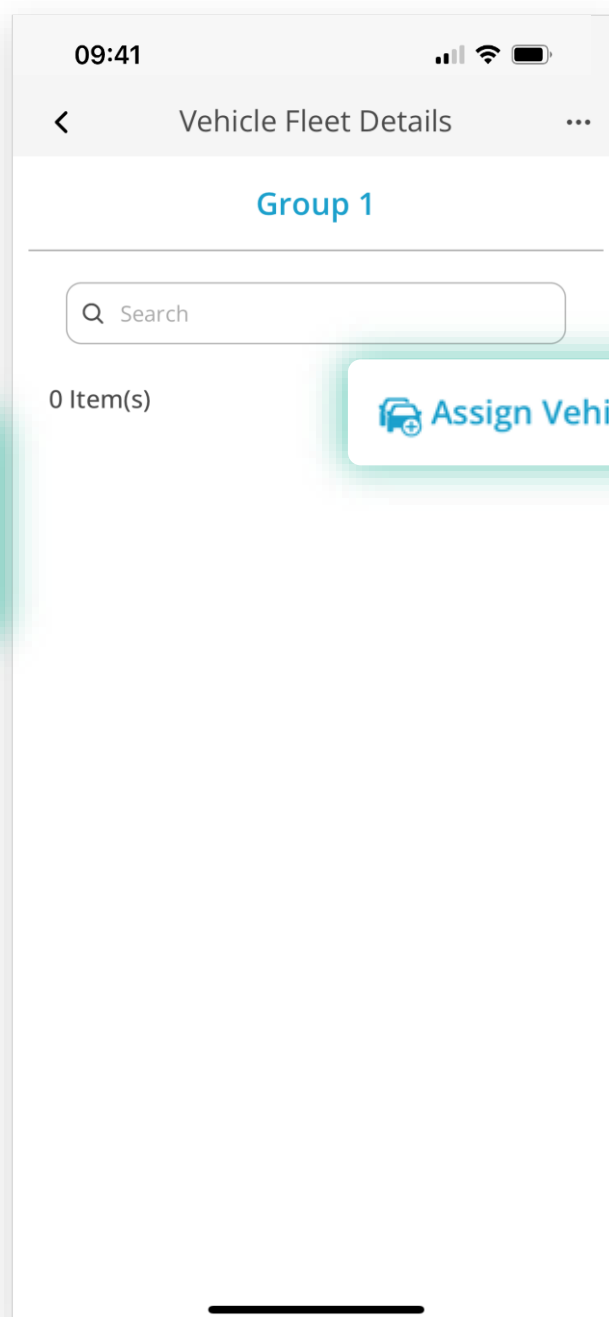
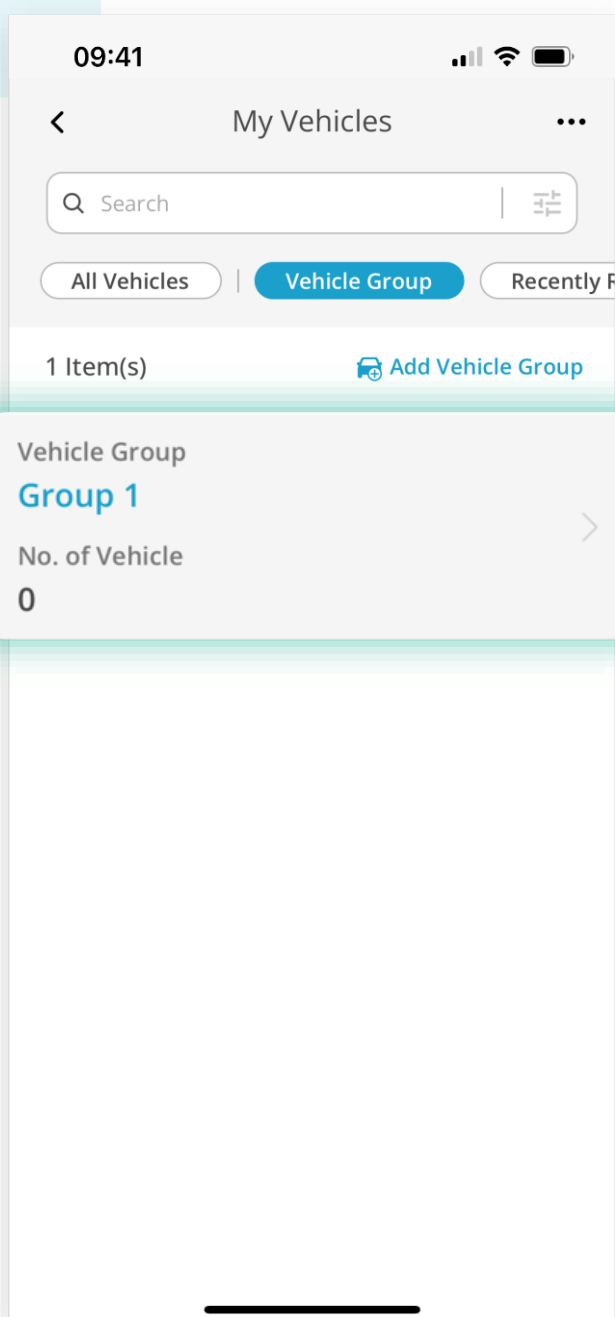
### Step 3 :

- ❑ Enter the name of “Vehicle Group”. And, click on “Add”



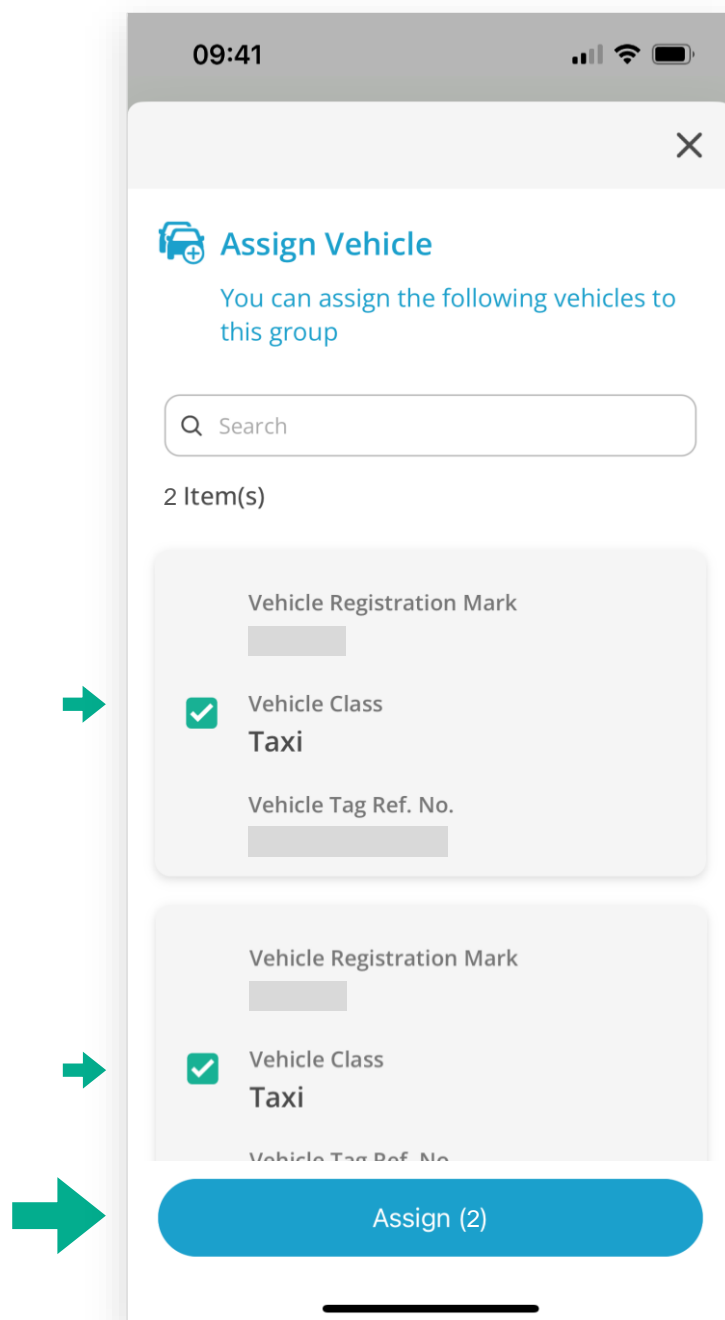
## Step 4 :

- ☐ Select a "Vehicle Group"
- ☐ Click on "[Assign Vehicle](#)" on the "Vehicle Fleet Details" page



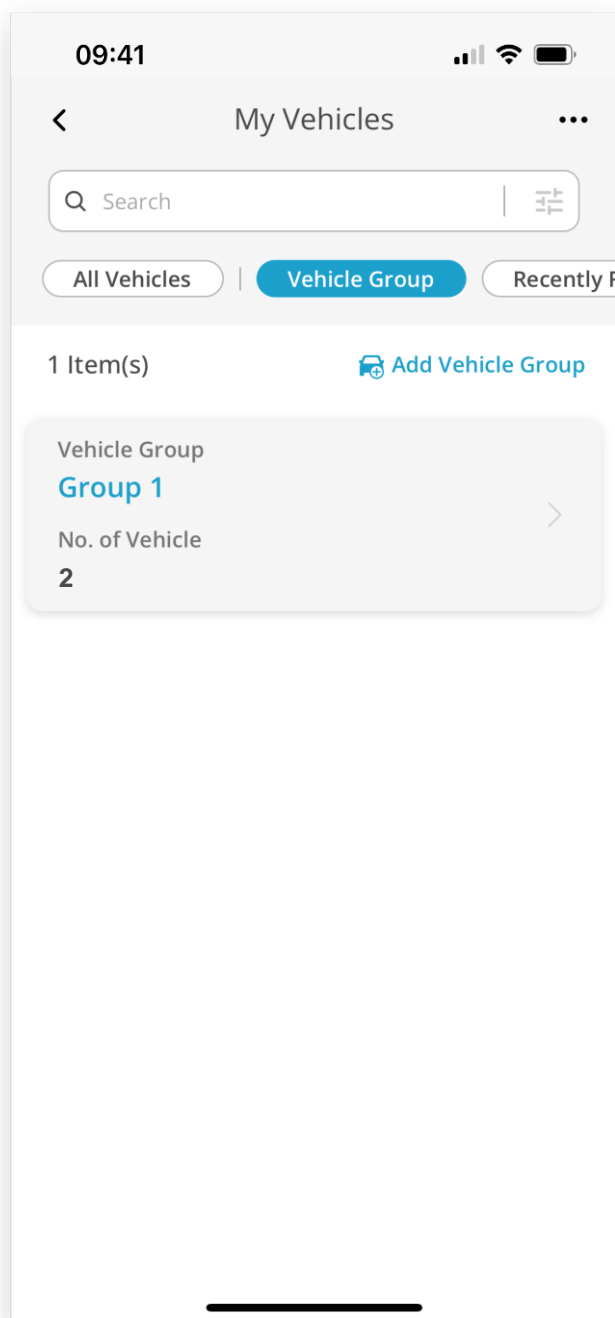
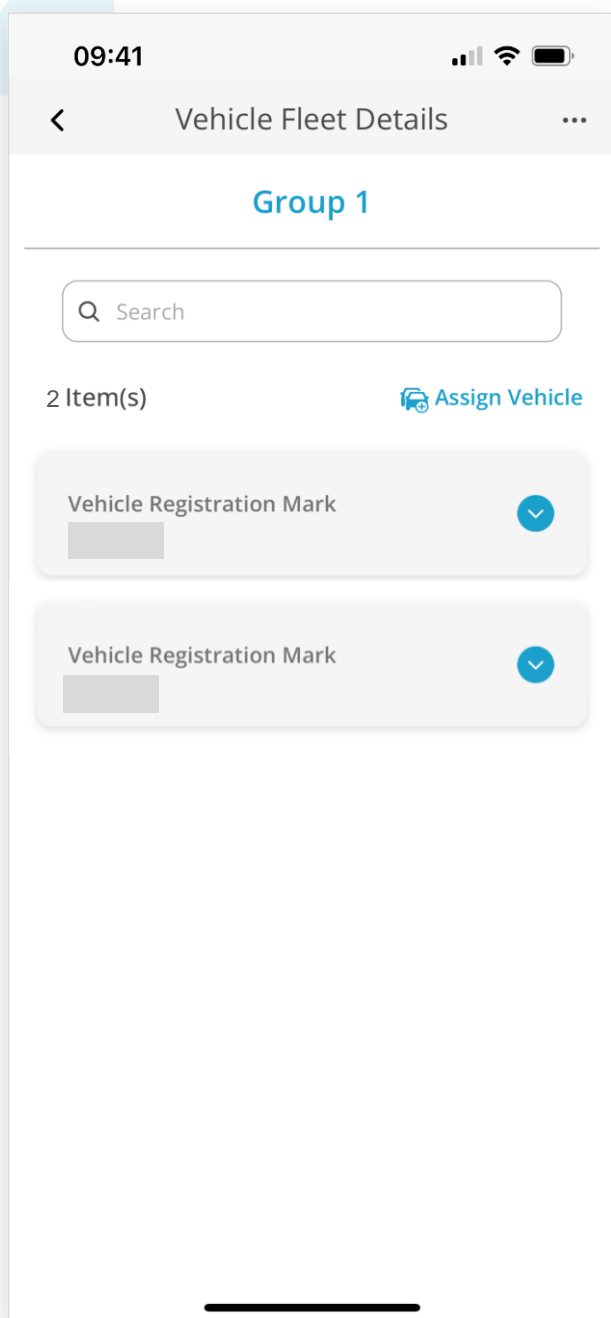
### Step 5 :

- ❑ Select vehicle(s) to be added to the vehicle group. Then, click on "[Assign](#)"



### Step 6 :

- Click on a "Vehicle Group" to view assigned vehicles of the group

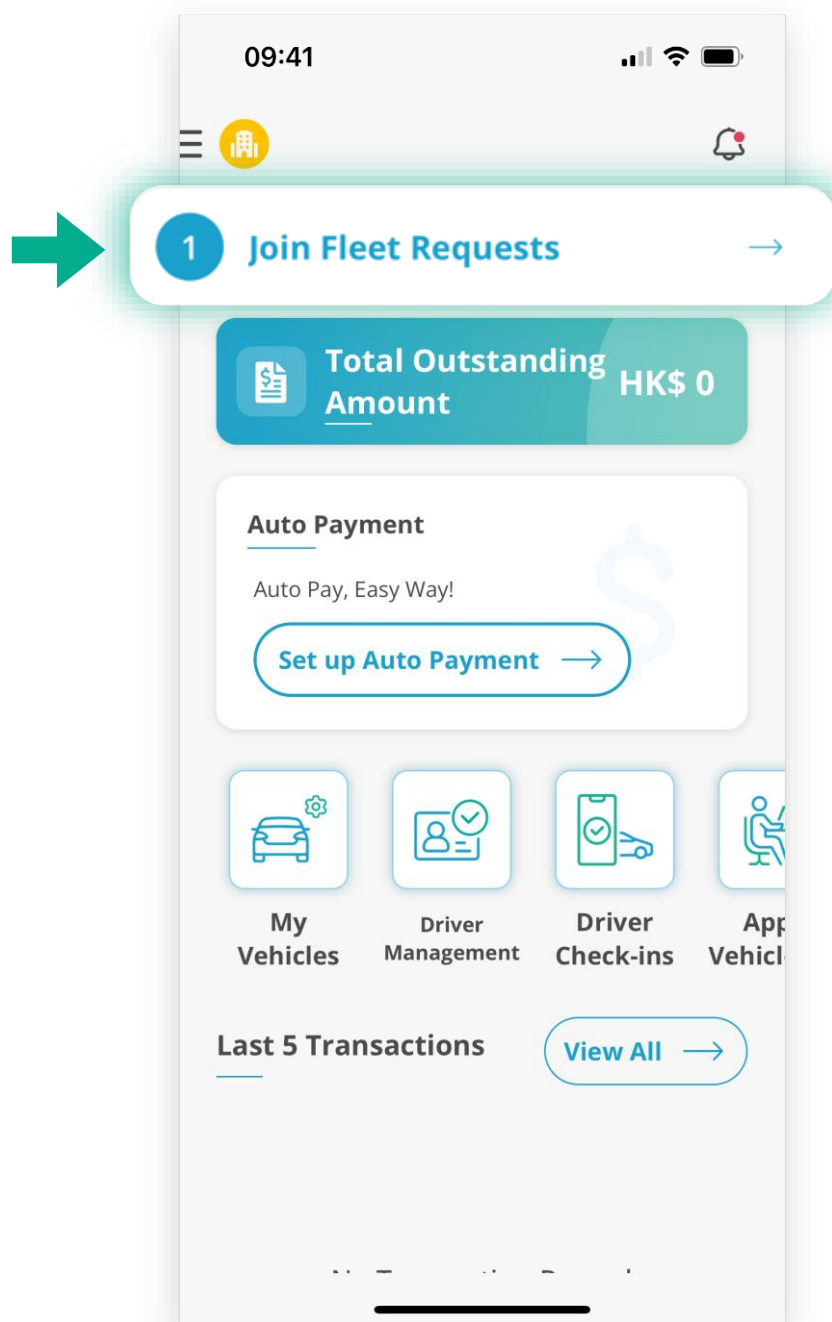




# 3 Approve Driver

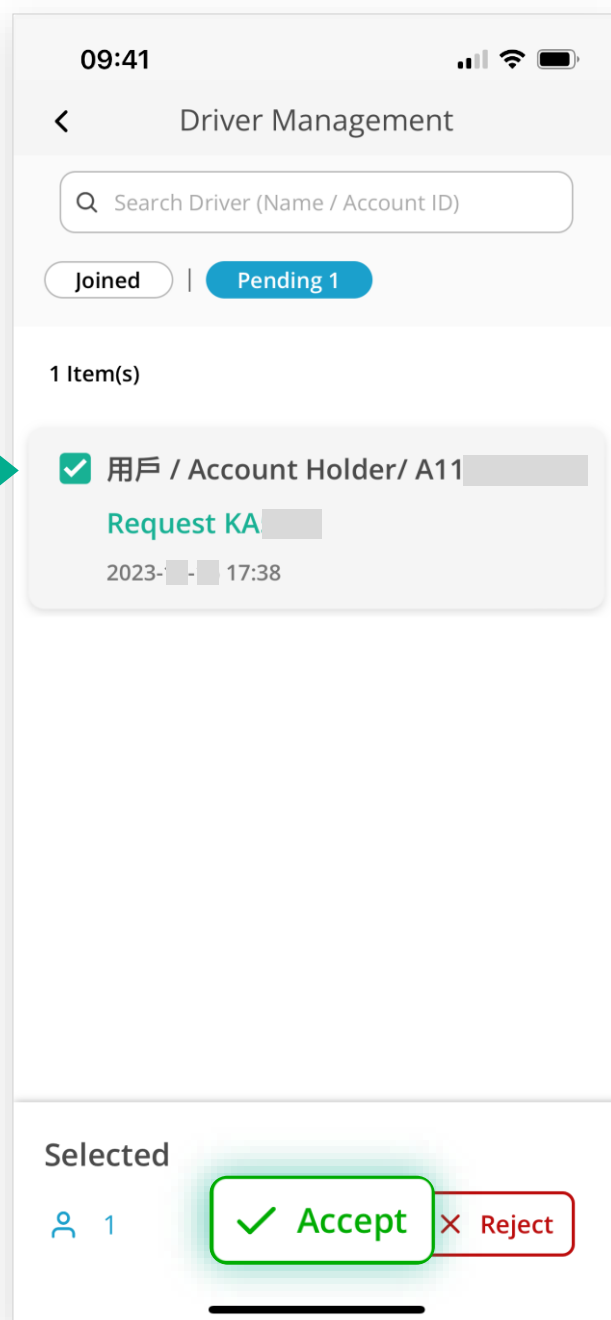
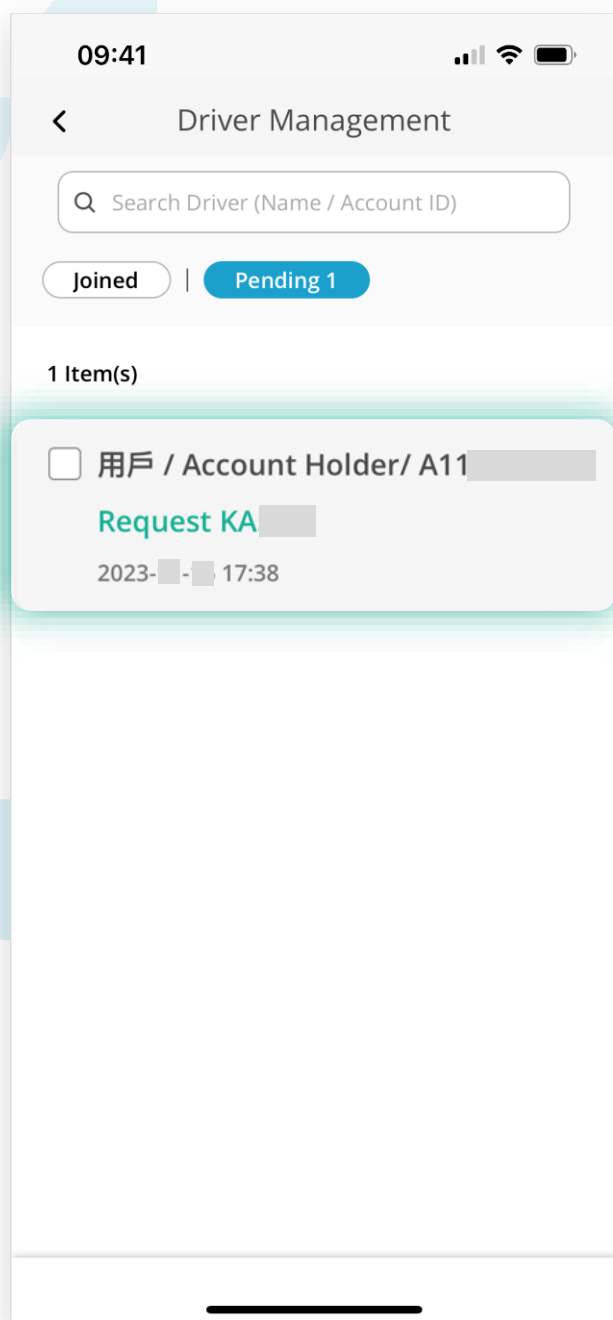
### Step 1 :

- ❑ Upon receipt a request from a Driver for joining the fleet, a notification will be shown at the top of the Home page of your “[Company Account](#)”



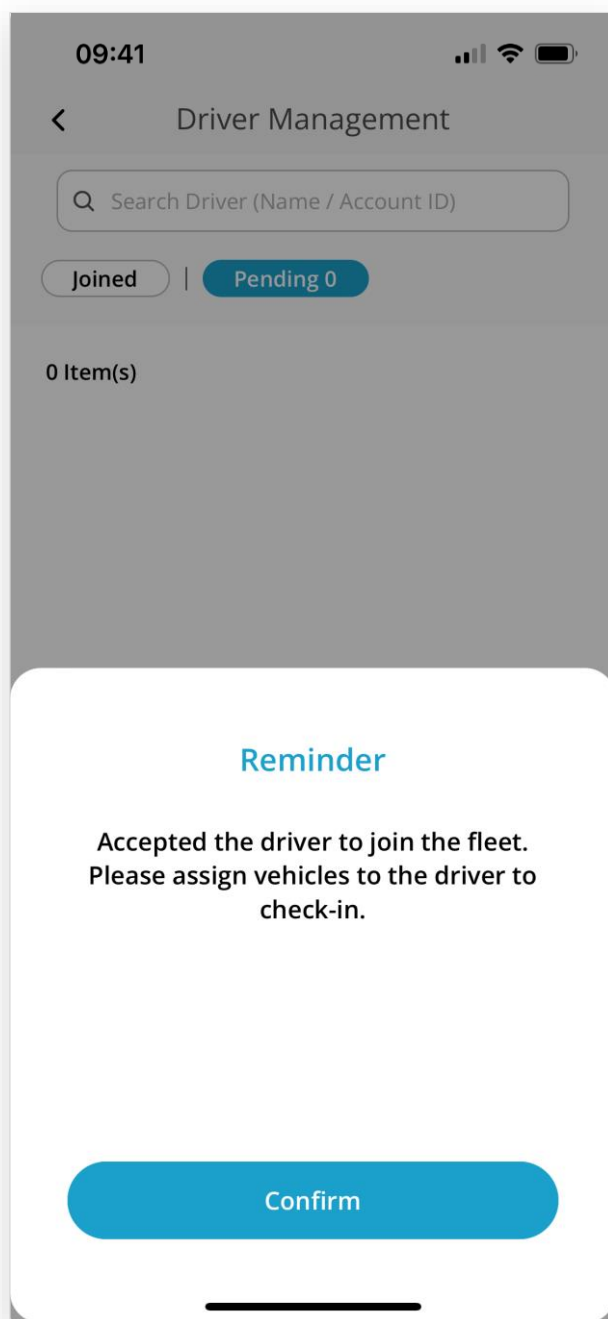
### Step 2 :

- ❑ On “Driver Management” Page, click on “Pending”
- ❑ Select the “Driver's request”, and click on “Accept”



**Step 3 :**

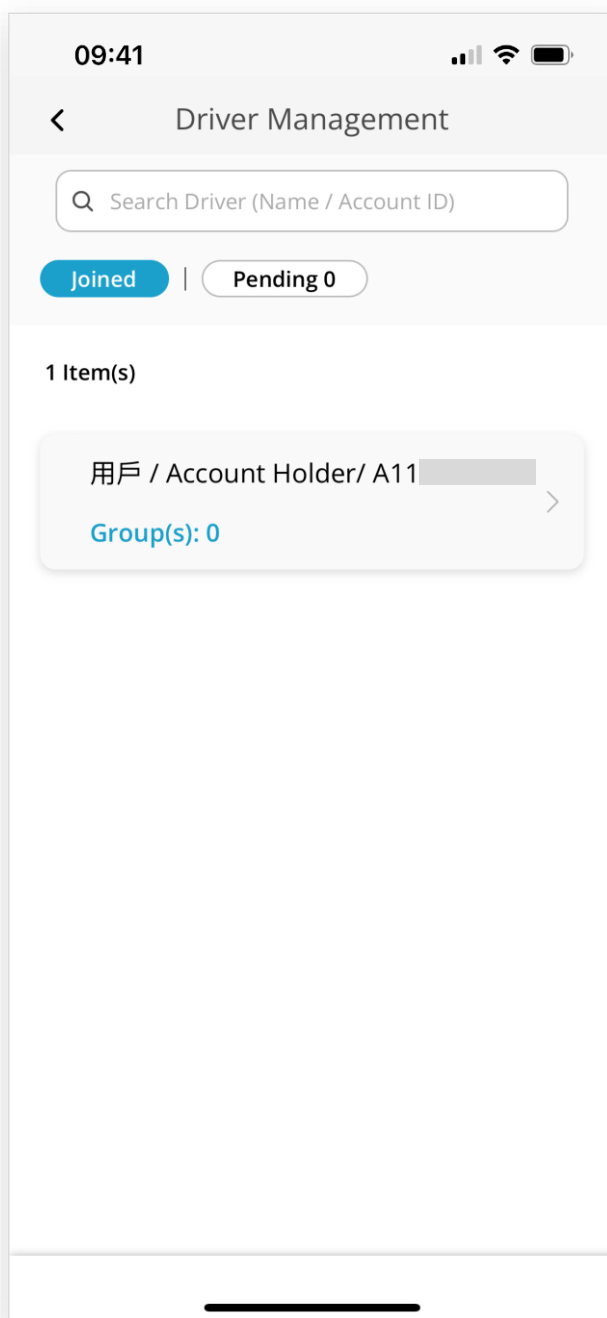
- ❑ A reminder "Driver's Request Accepted" will be shown. Then, click on [Confirm](#)





**Step 4 :**

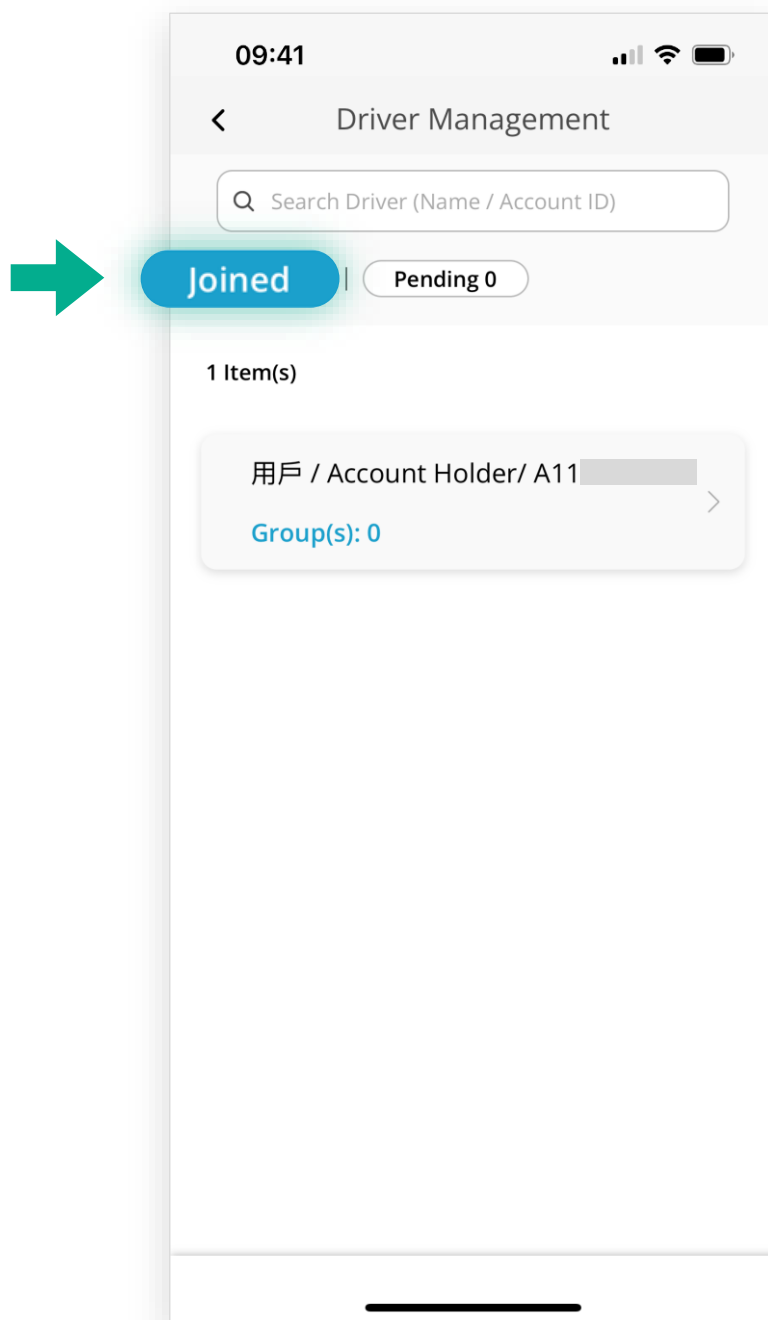
- ❑ The approved "Commercial Vehicle Driver" will be shown on the "Joined" page



# **4 Assign Vehicles**

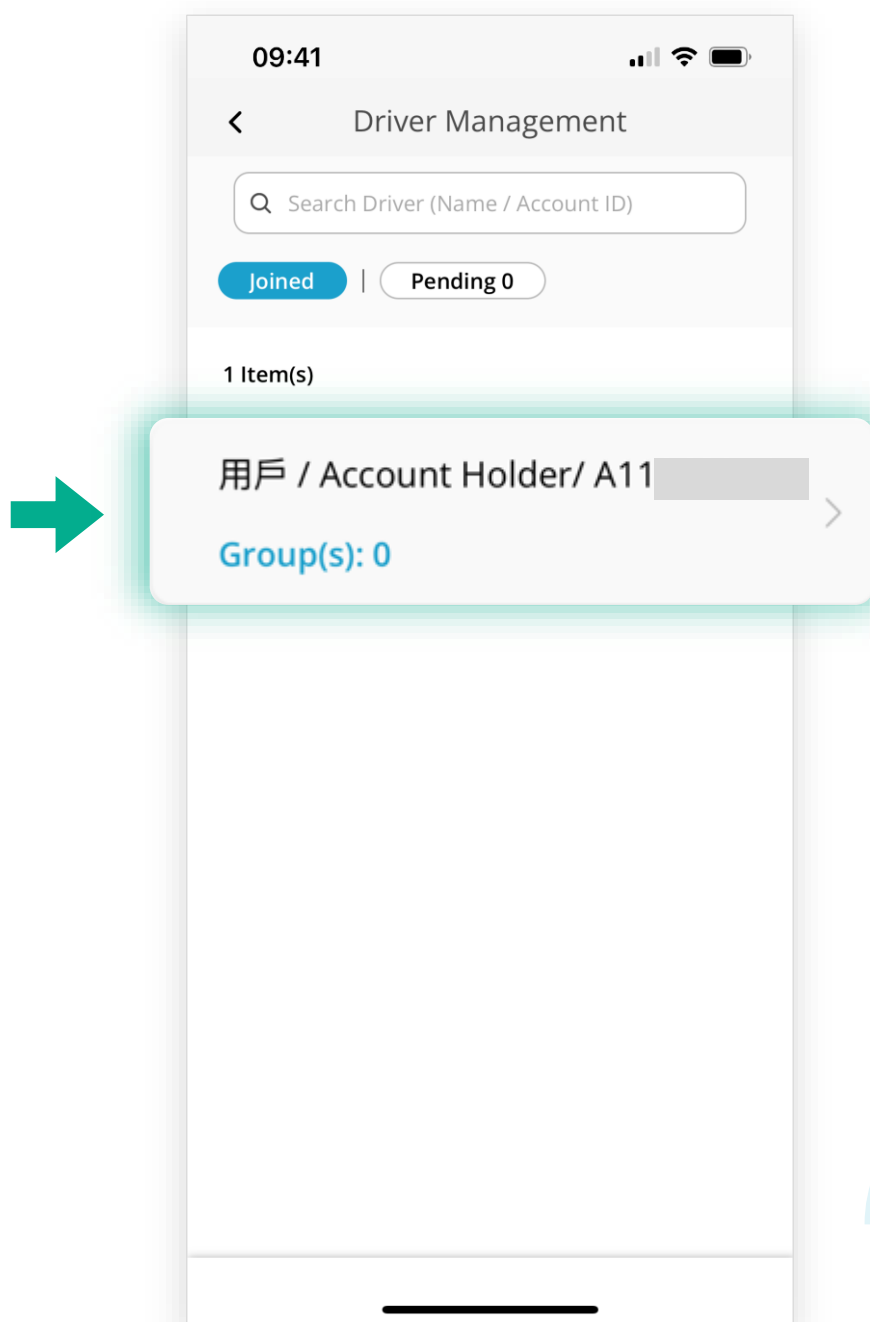
### Step 1 :

- ❑ Click on “[Joined](#)” on the “[Driver Management](#)” Page



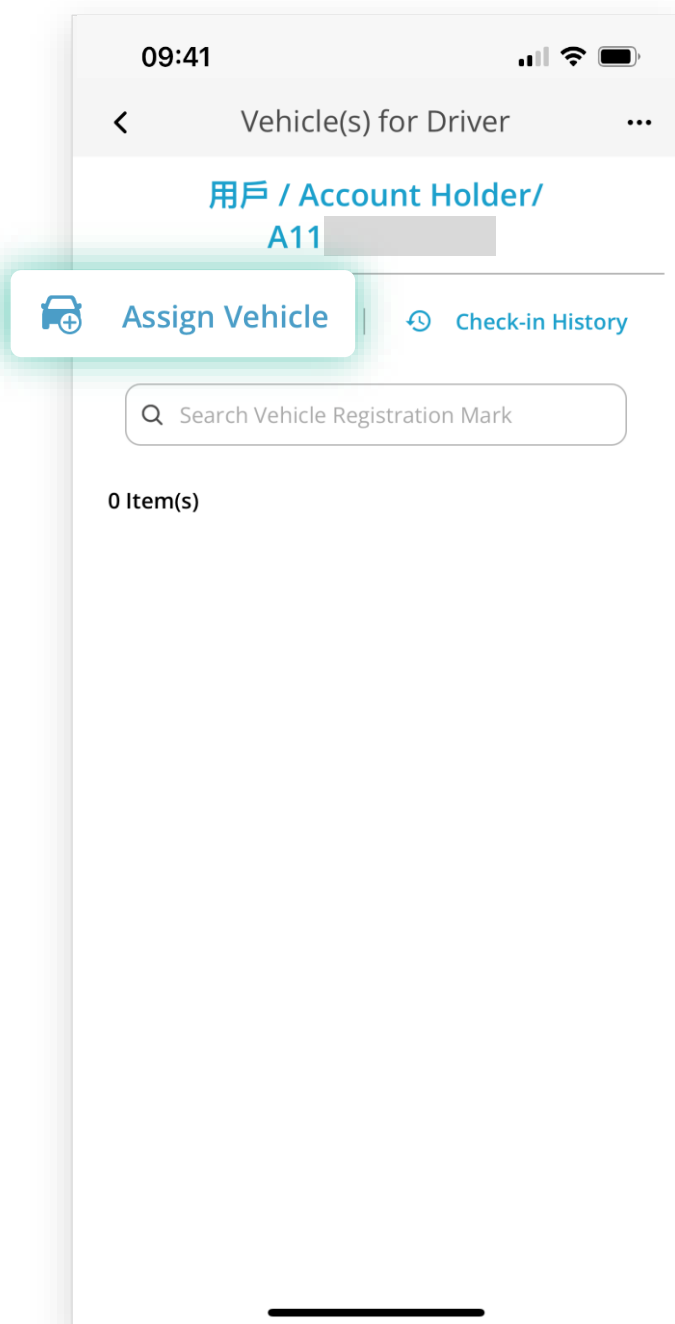
## Step 2 :

- ☐ Click on a “Driver”



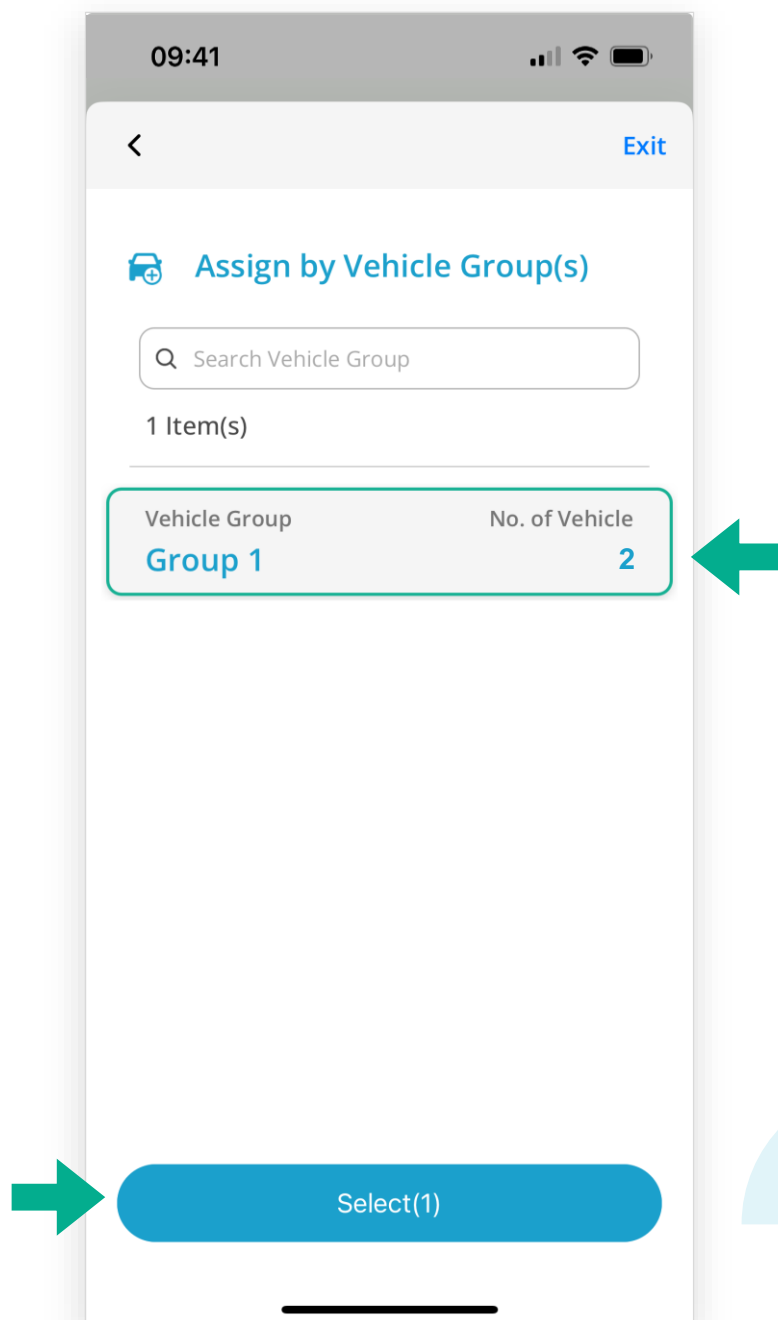
### Step 3 :

- Click on “Assign Vehicle”



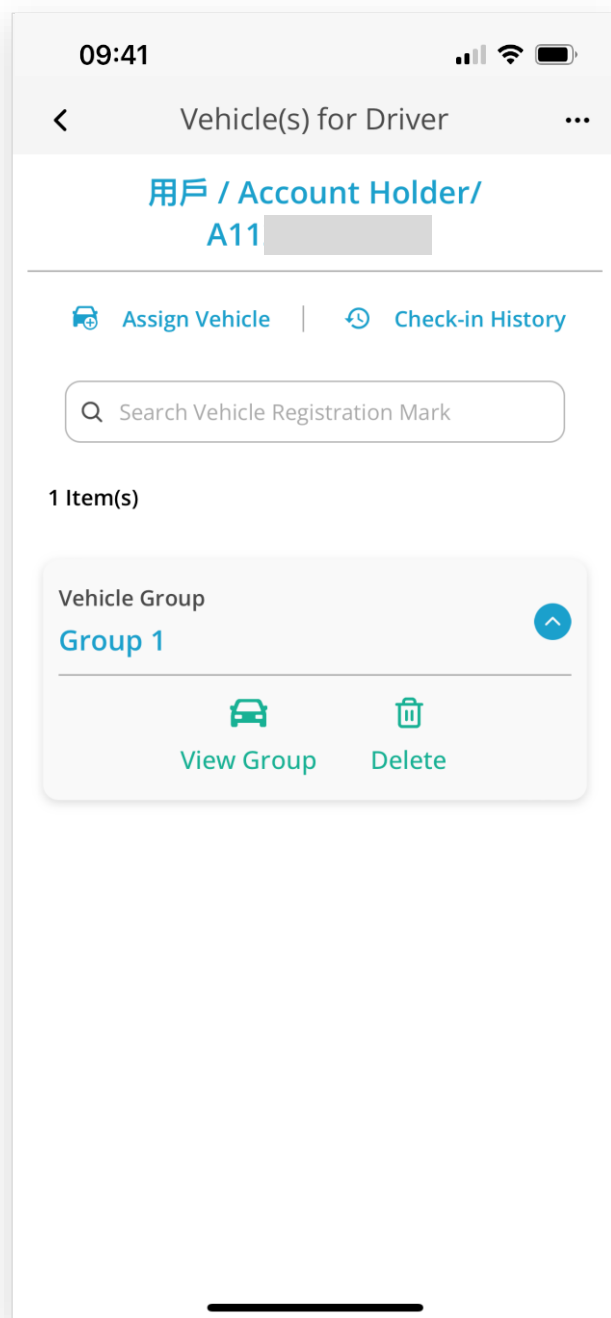
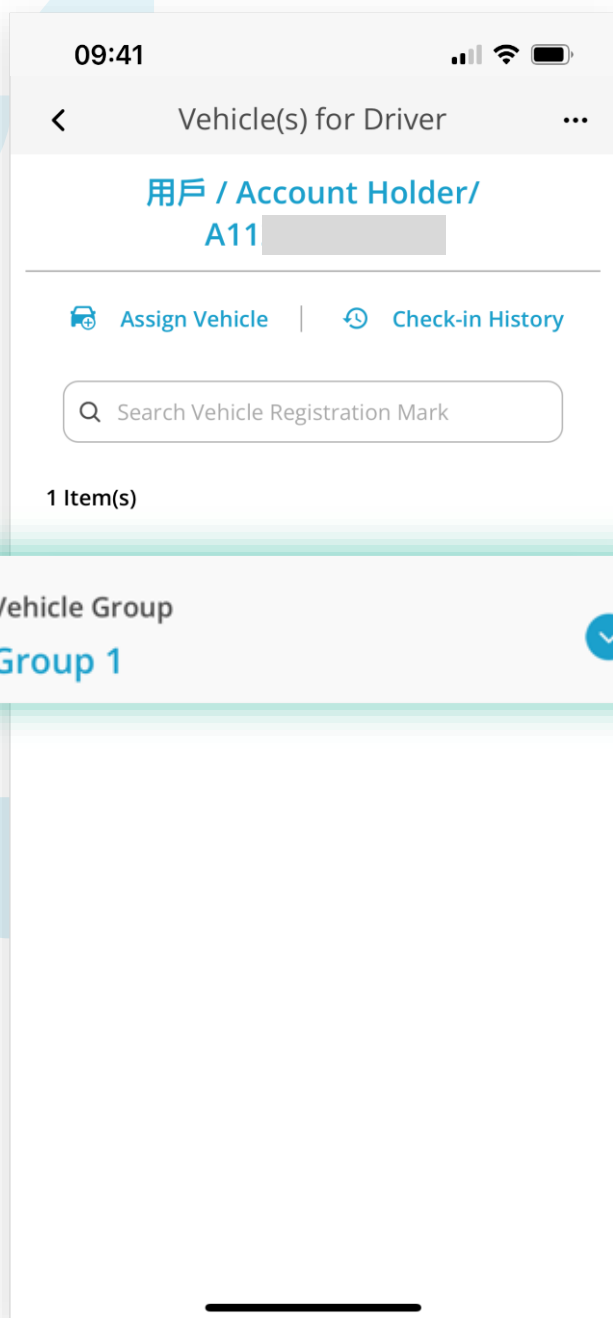
### Step 4 :

- ❑ Click on the “Vehicle Group” that the “Driver” is being assigned, then click on “Select”



### Step 5 :

- ❑ On the “Vehicle(s) for Driver” page, the “Vehicle Group” which the “Driver” is being assigned can be checked



## 【Terms and Conditions and Personal Information Collection Statement】

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