

# 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

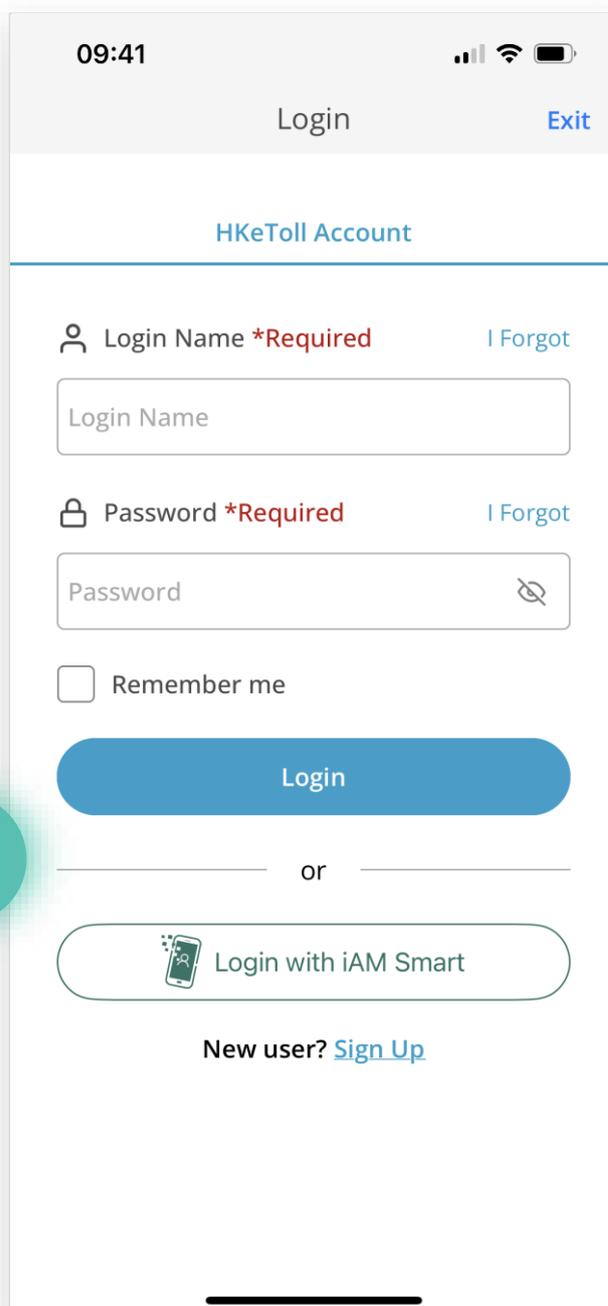
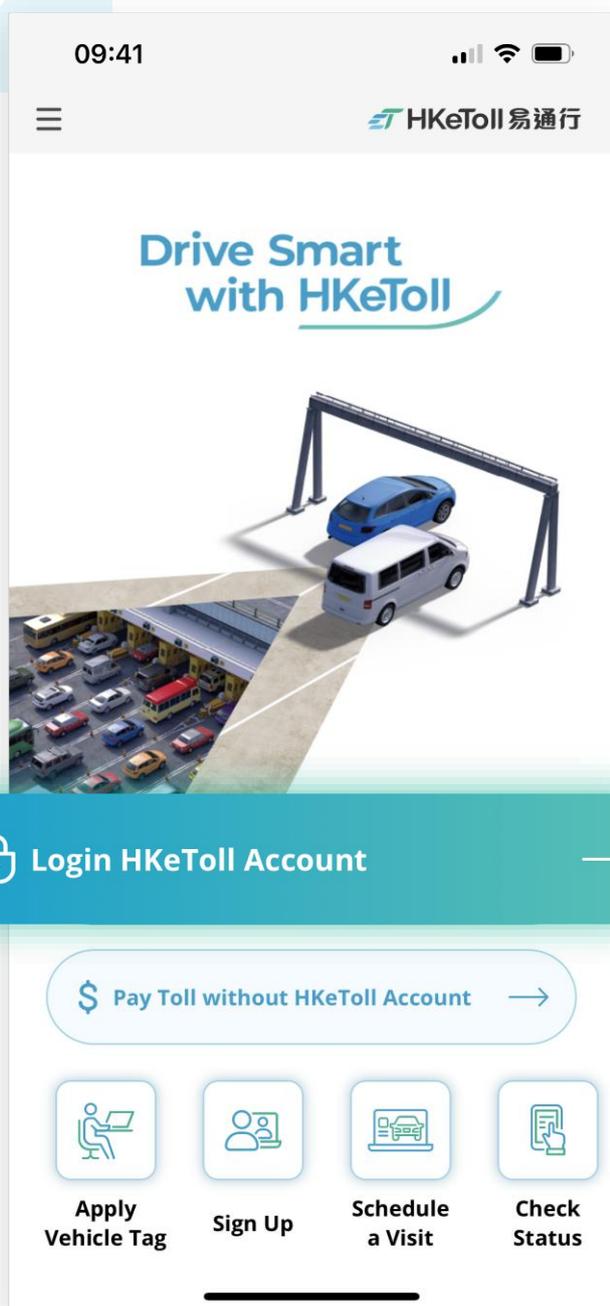
**Associated with a Vehicle Tag**

or

**A Vehicle Tag is being applied**

### Step 1 :

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

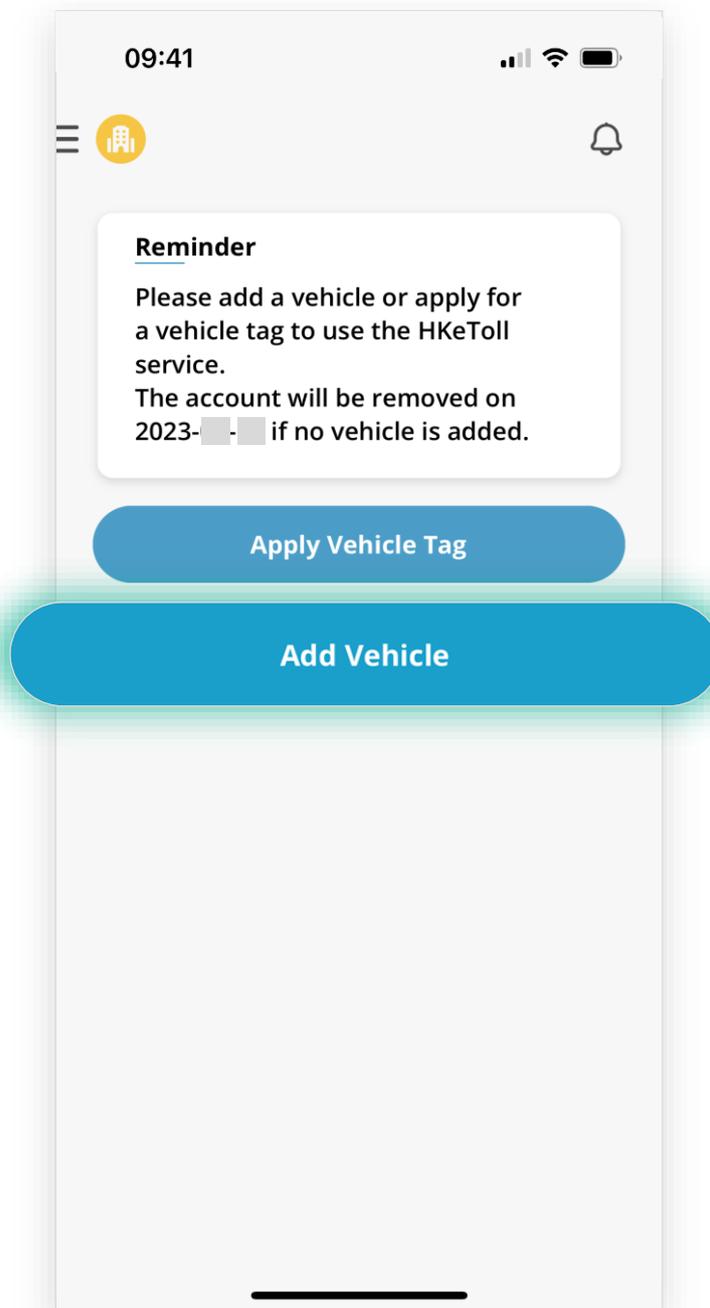


### Note:

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

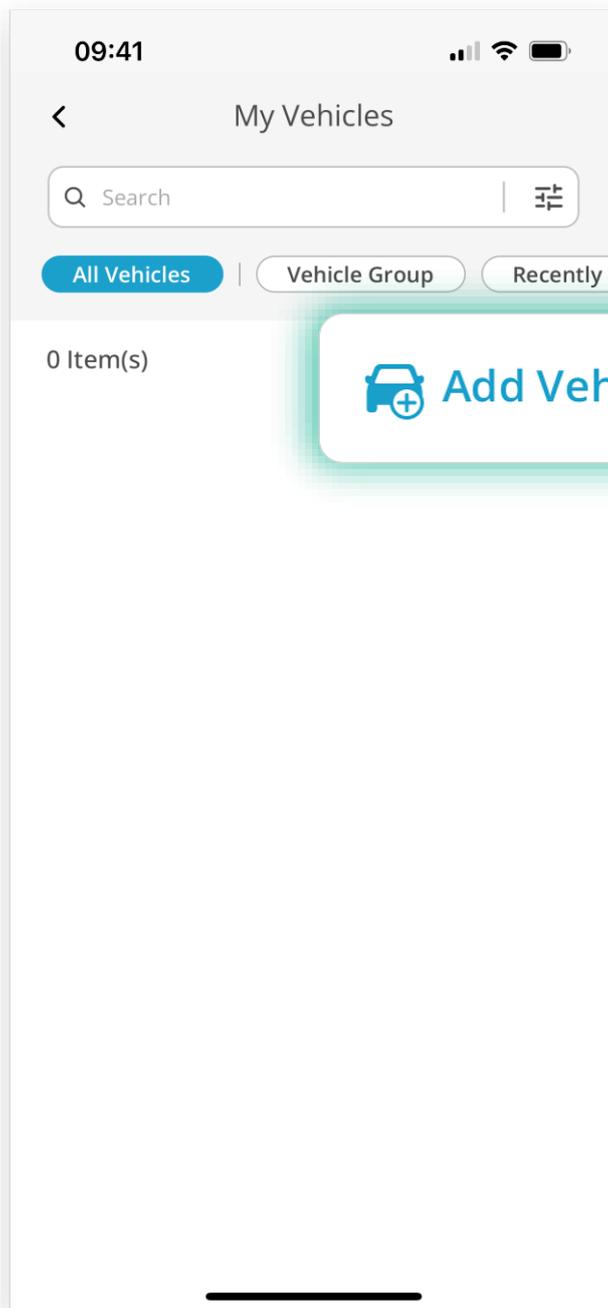
### Step 2 :

- ❑ 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”

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**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

**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

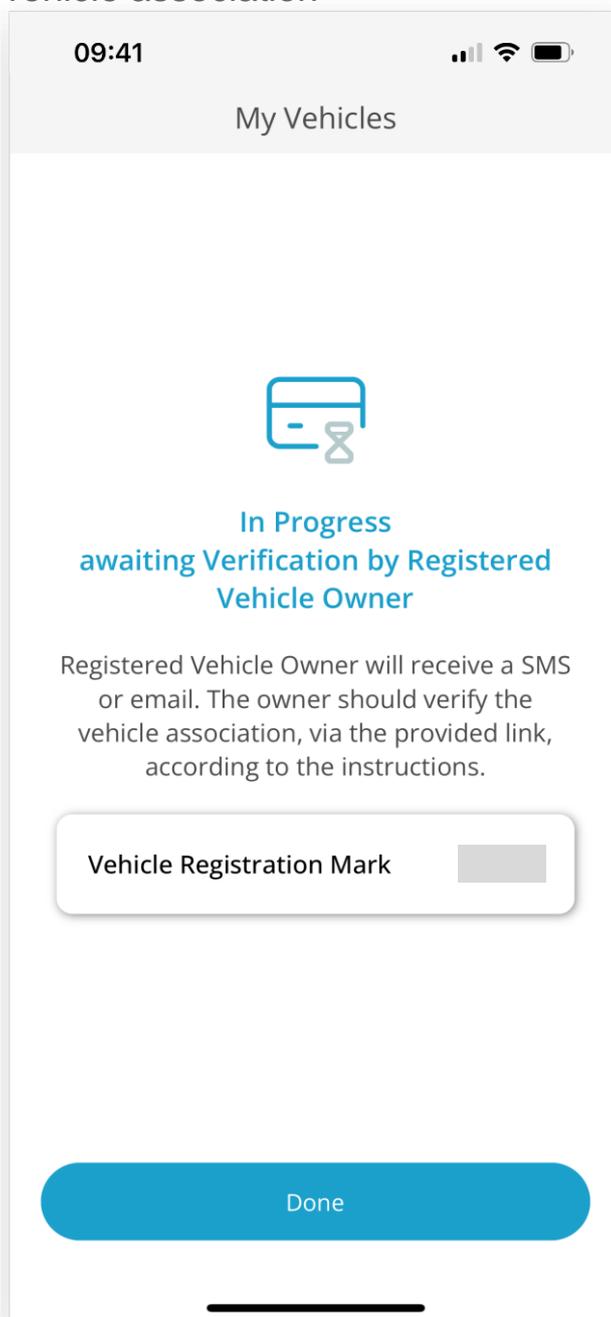


### Note

- ❑ 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.

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HKeToll 易通行 Login

Vehicle Association Confirmation

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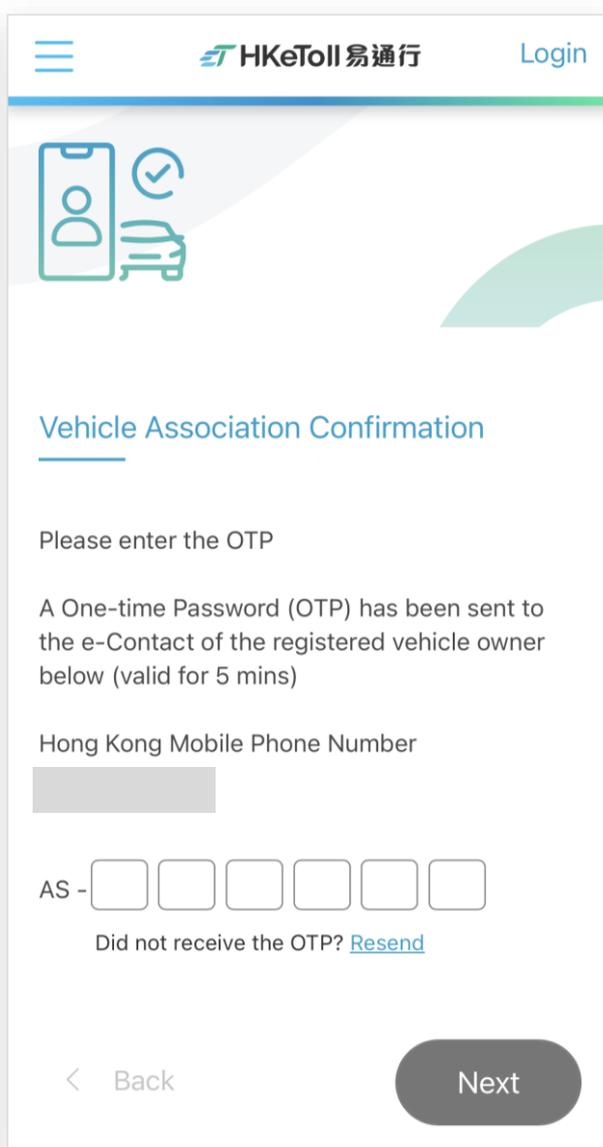
Please enter the numbers above

Input word here

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



☰ HKeToll 易通行 Login



### 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

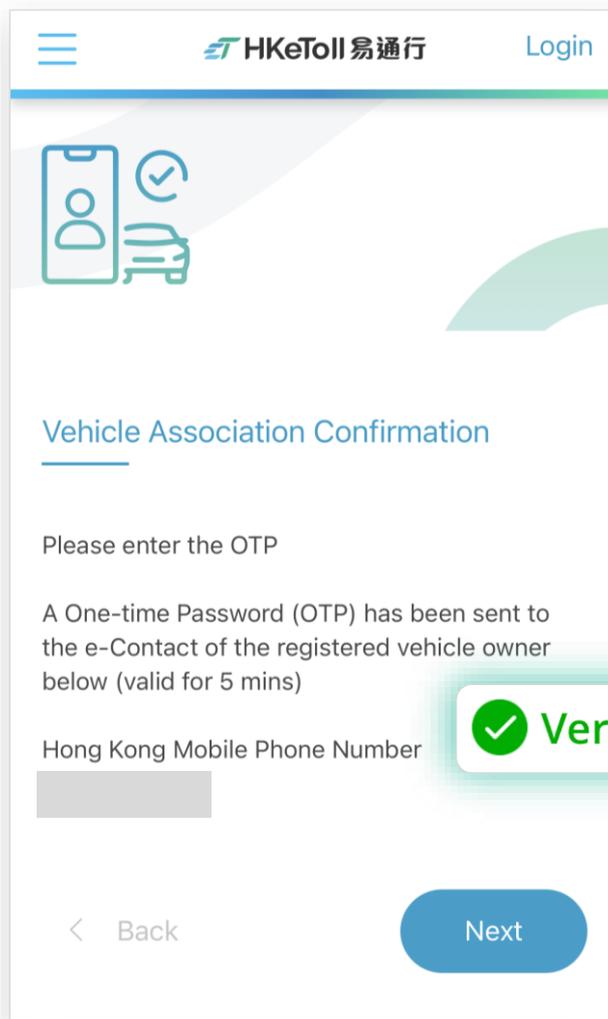
AS -

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”



### Step 6.4 :

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

The screenshot shows the HKeToll mobile application interface. At the top, there is a navigation bar with a menu icon, the HKeToll logo, and a 'Login' link. Below the navigation bar, the title 'Vehicle Association Confirmation' is displayed. The main content area contains the instruction: 'Please confirm the Vehicle and HKeToll Account will be linked:'. This is followed by two sections: 'Account Information' and 'Vehicle Information'. Each section contains two input fields with placeholder text. At the bottom of the screen, there are two buttons: 'Reject' (with a red 'X' icon) and 'Accept' (with a green checkmark icon).

Account Information

HKeToll Account ID

Account Display Name

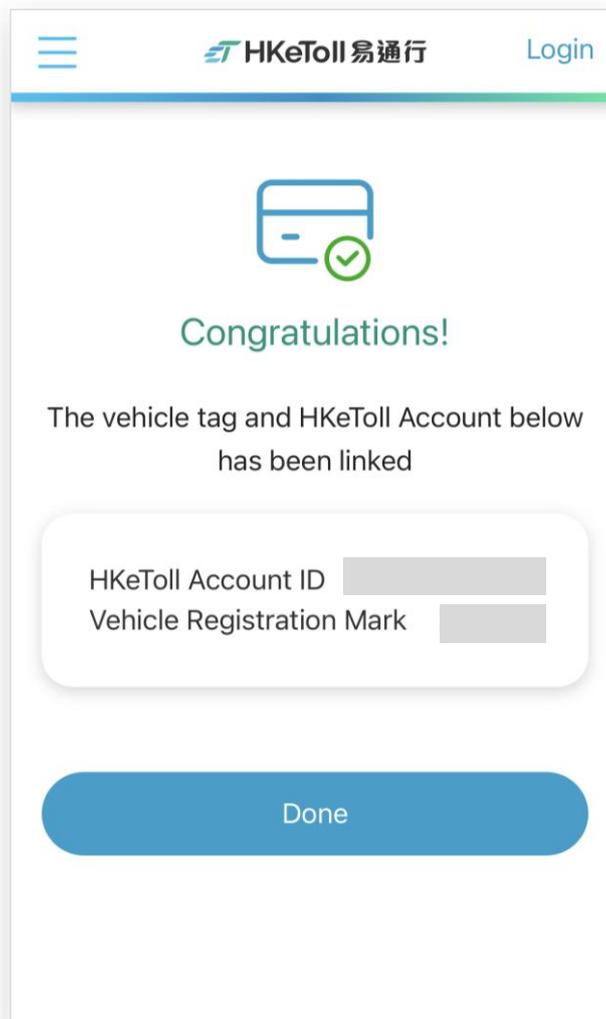
Vehicle Information

Vehicle Registration Mark

Vehicle Type

### Step 6.5 :

- Upon successful completion, the following screen will be displayed

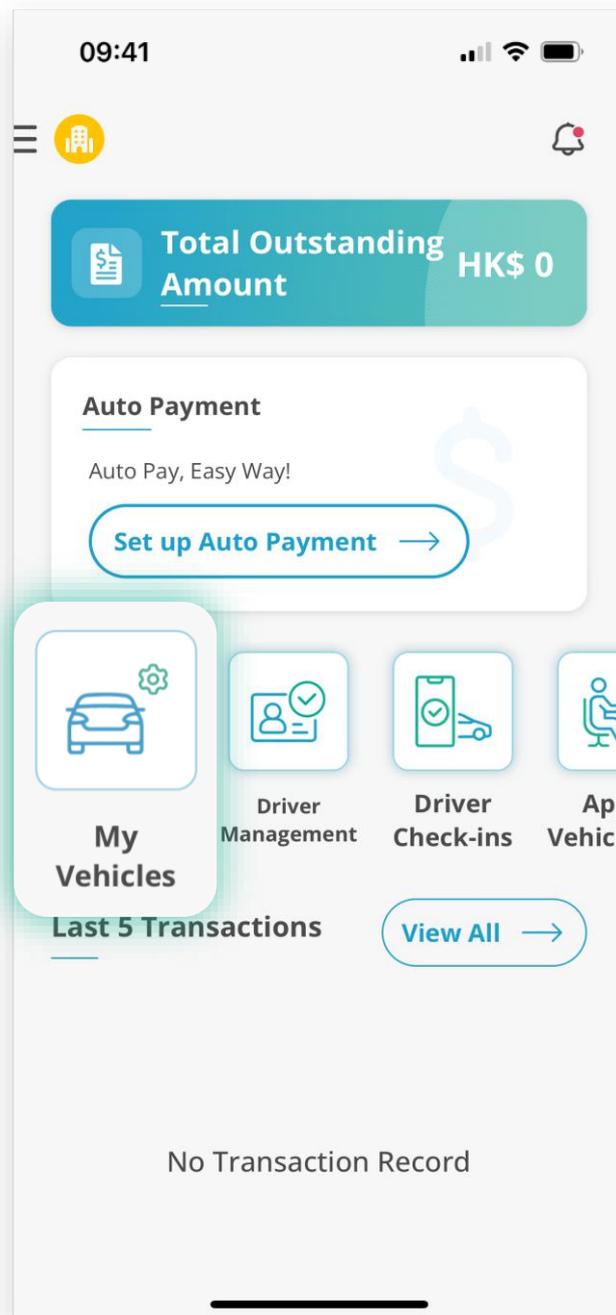


2

# Group Vehicles

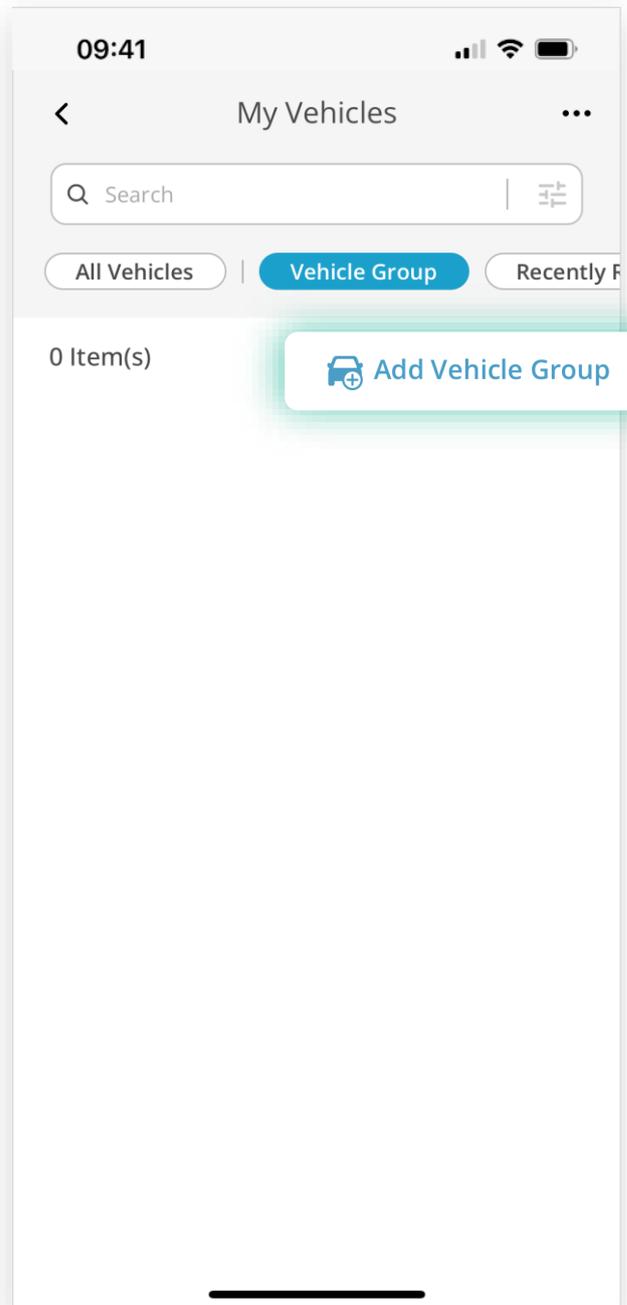
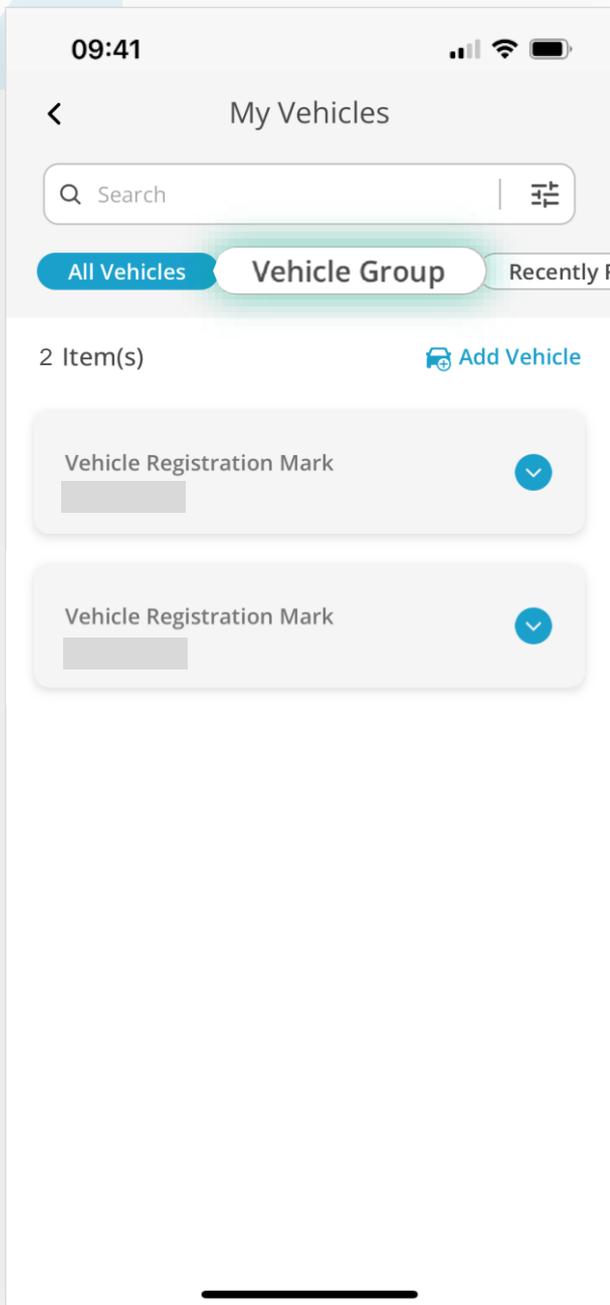
### Step 1 :

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



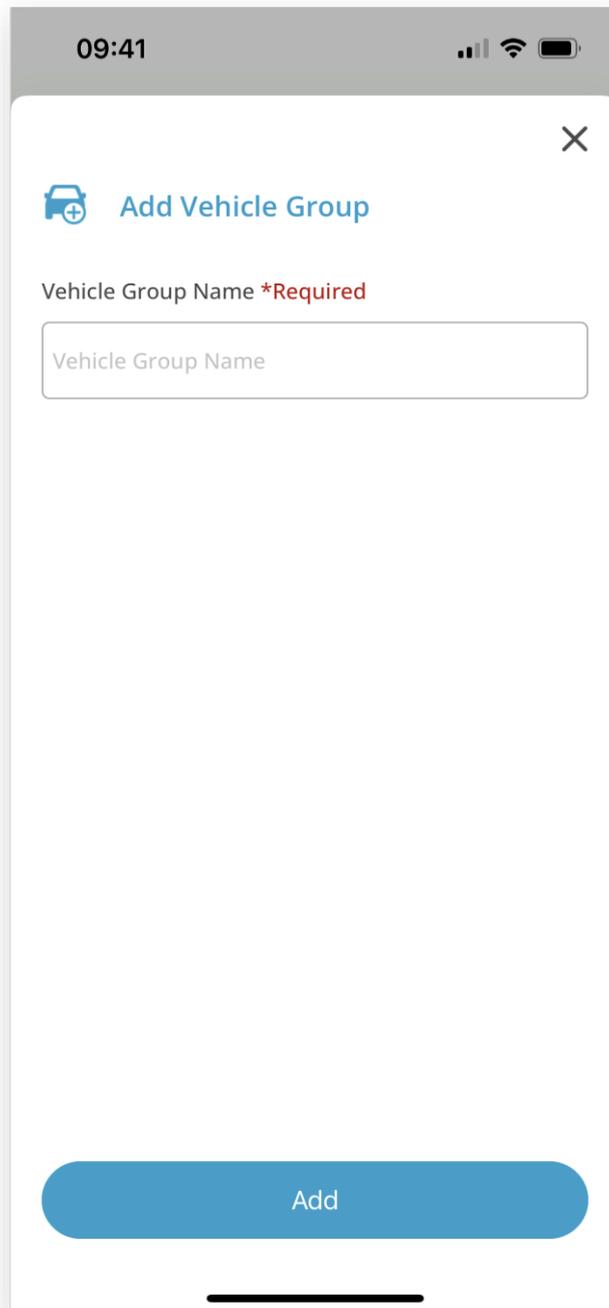
### Step 2 :

- 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”



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✕

 Add Vehicle Group

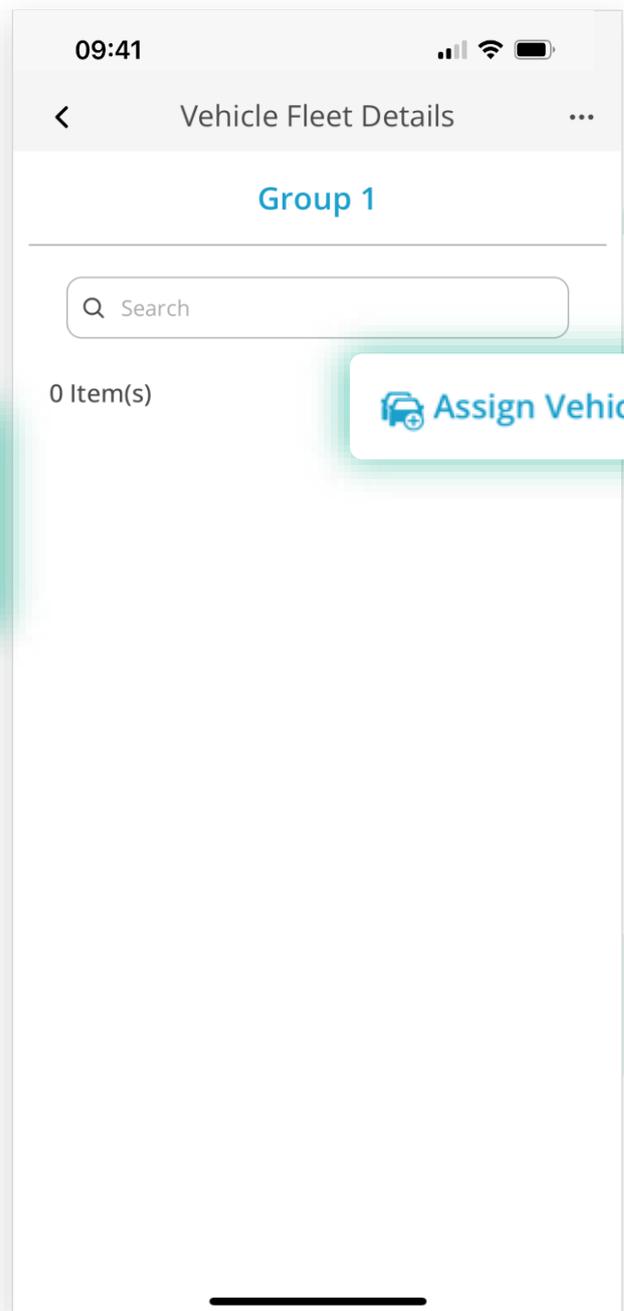
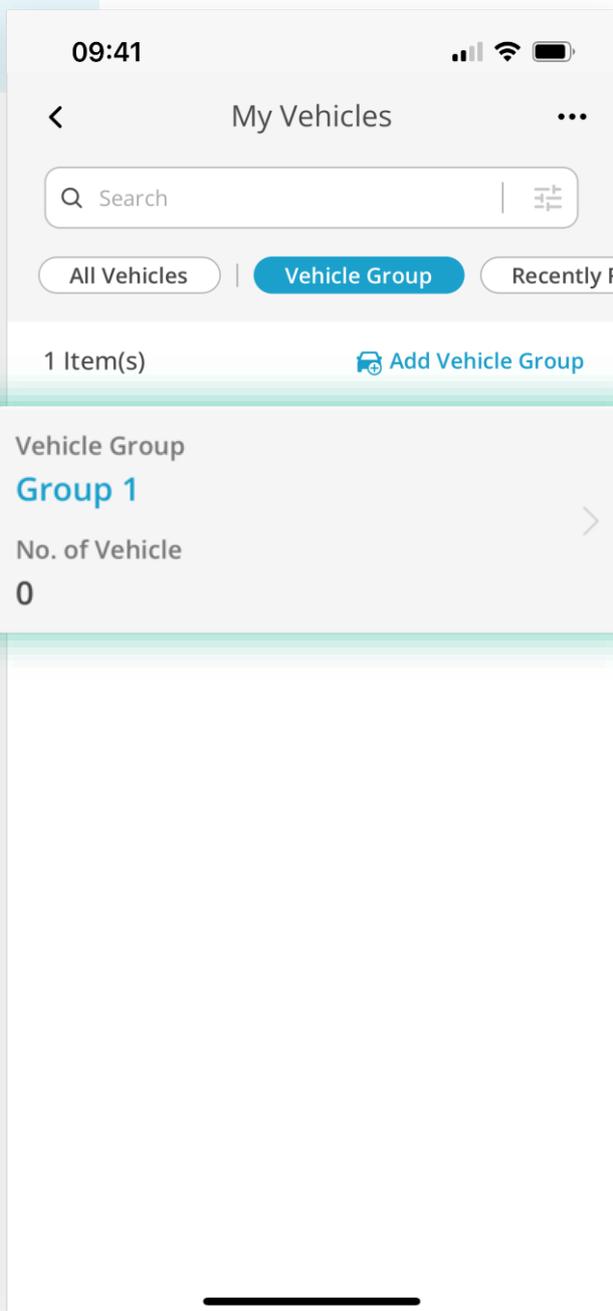
Vehicle Group Name \*Required

Vehicle Group Name

Add

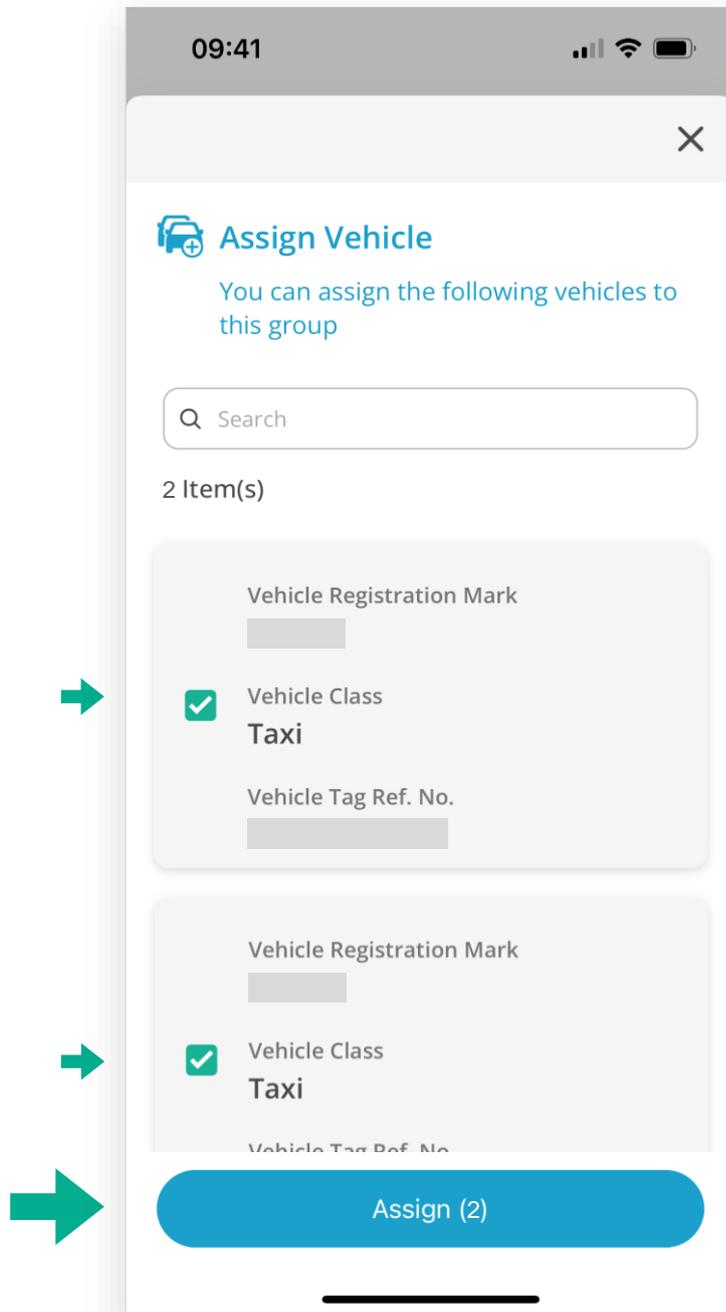
### Step 4 :

- ❑ Select a “Vehicle Group”
- ❑ Click on “Assign Vehicle” on the “Vehicle Fleet Details” page



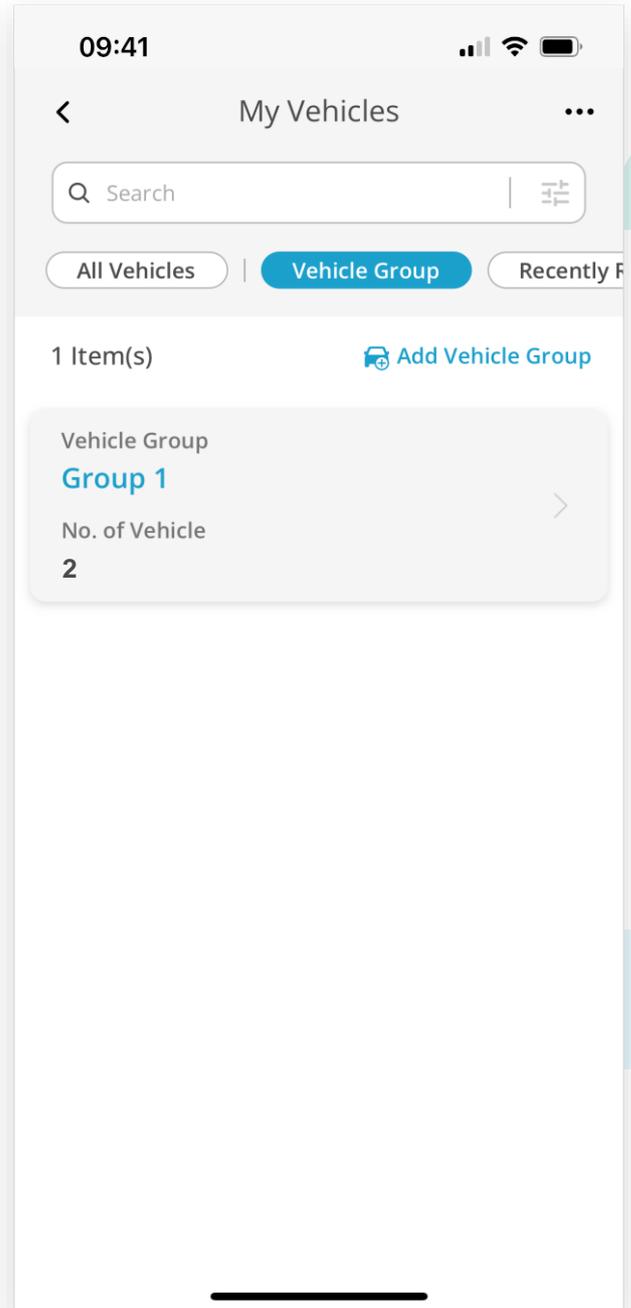
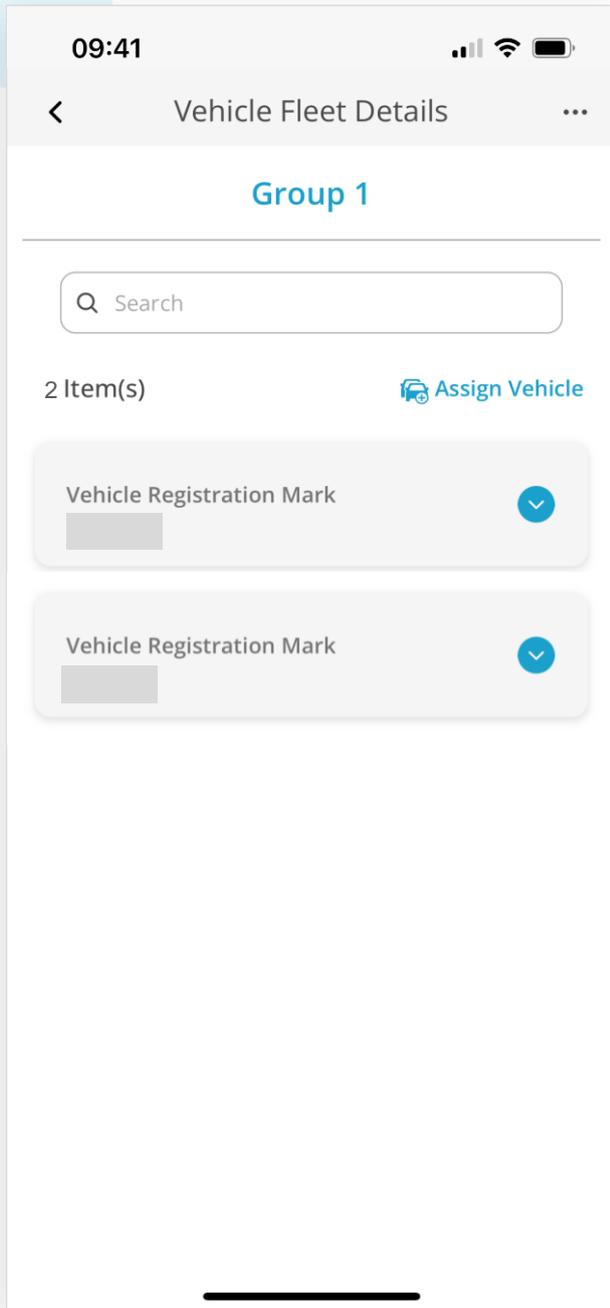
### Step 5 :

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



### Step 6 :

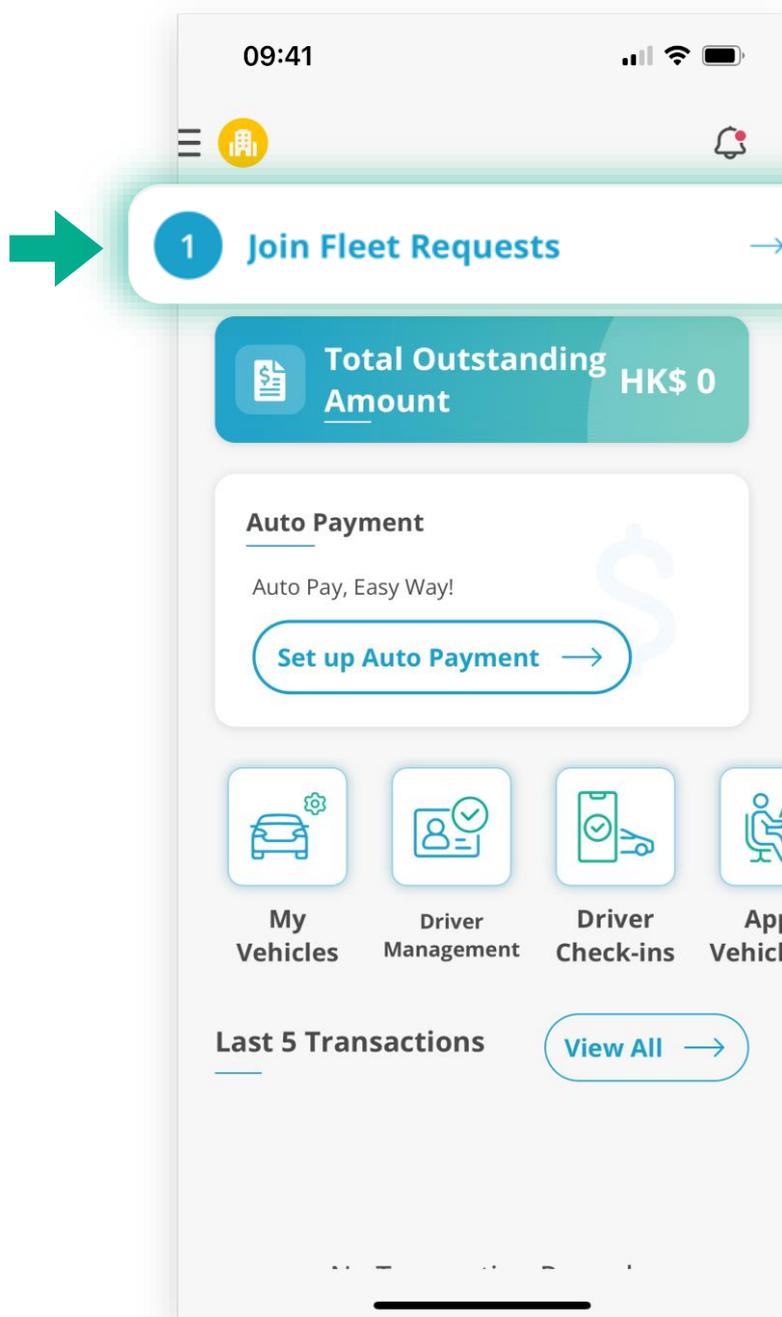
- Click on a "Vehicle Group" to view assigned vehicles of the group



# 3 Approve Driver

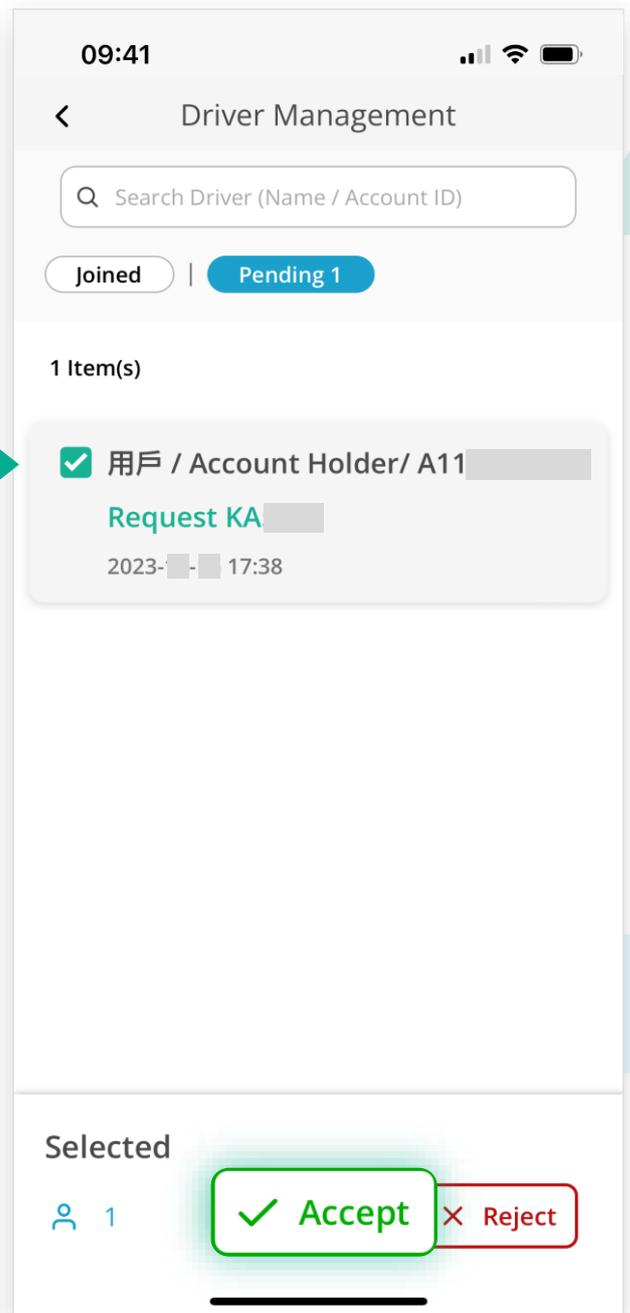
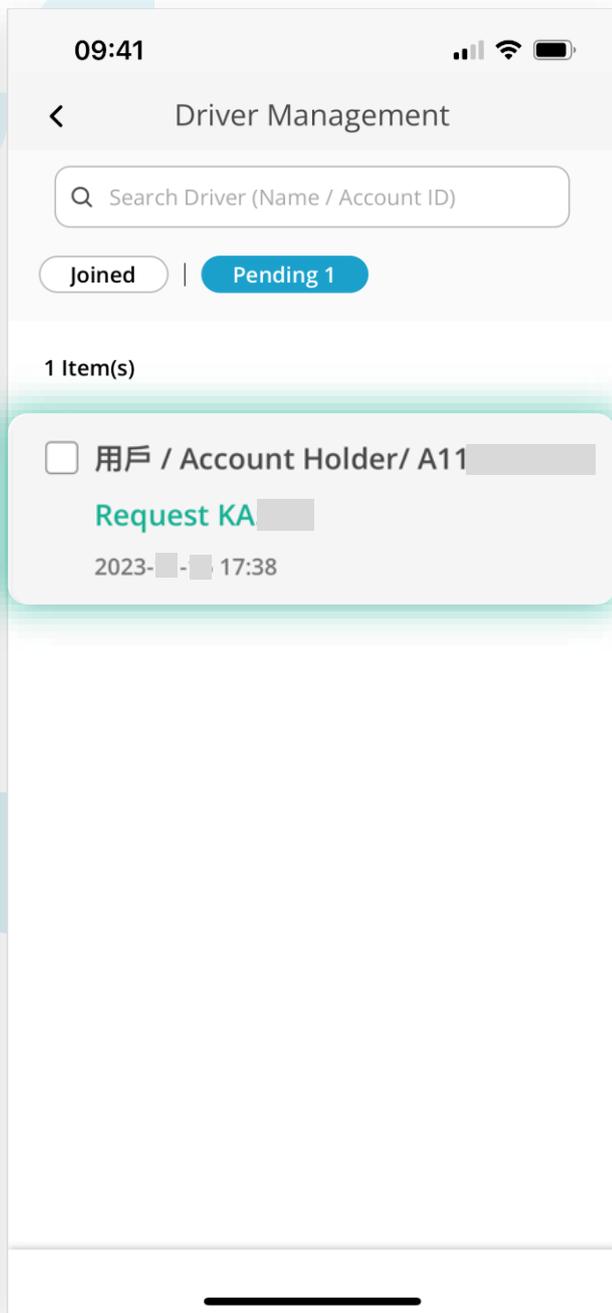
### Step 1 :

- 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"



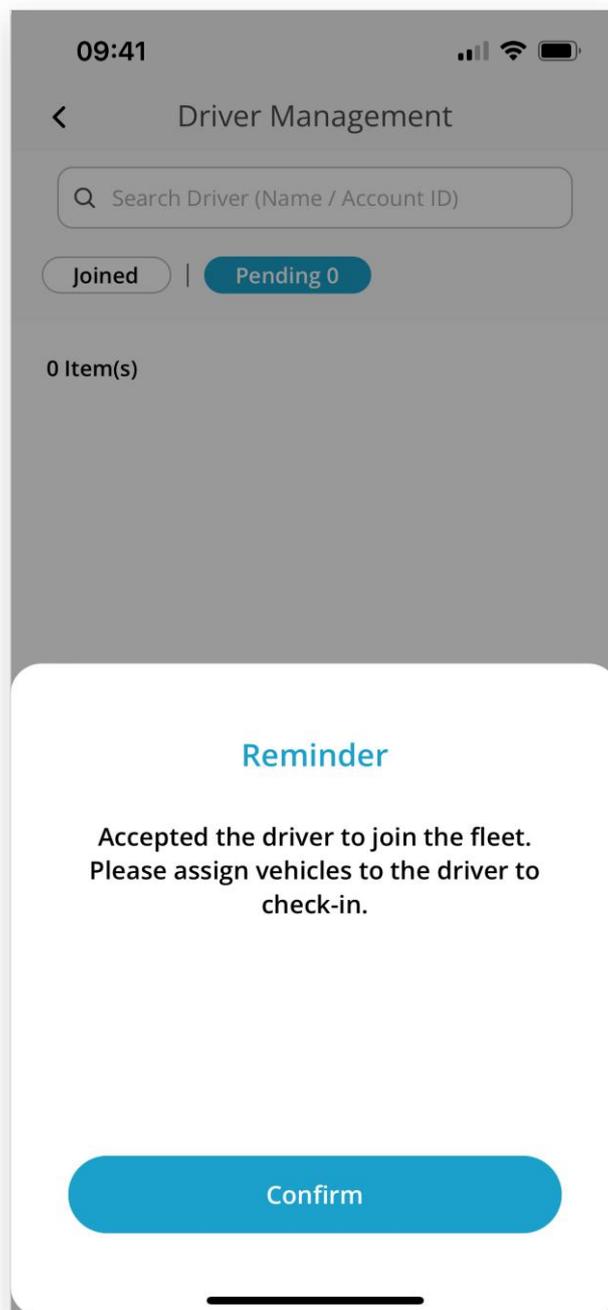
### Step 2 :

- ❑ 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 :

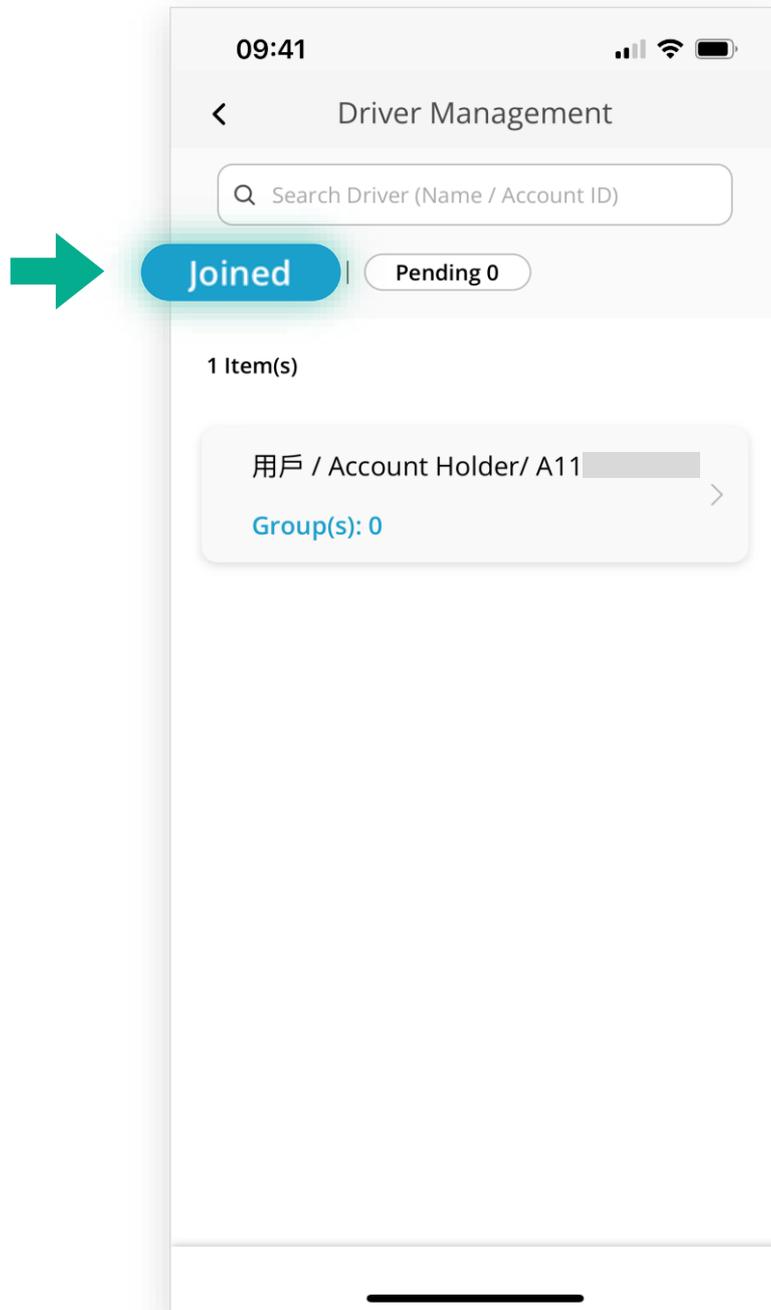
- ❑ The approved "Commercial Vehicle Driver" will be shown on the "Joined" page



# 4 Assign Vehicles

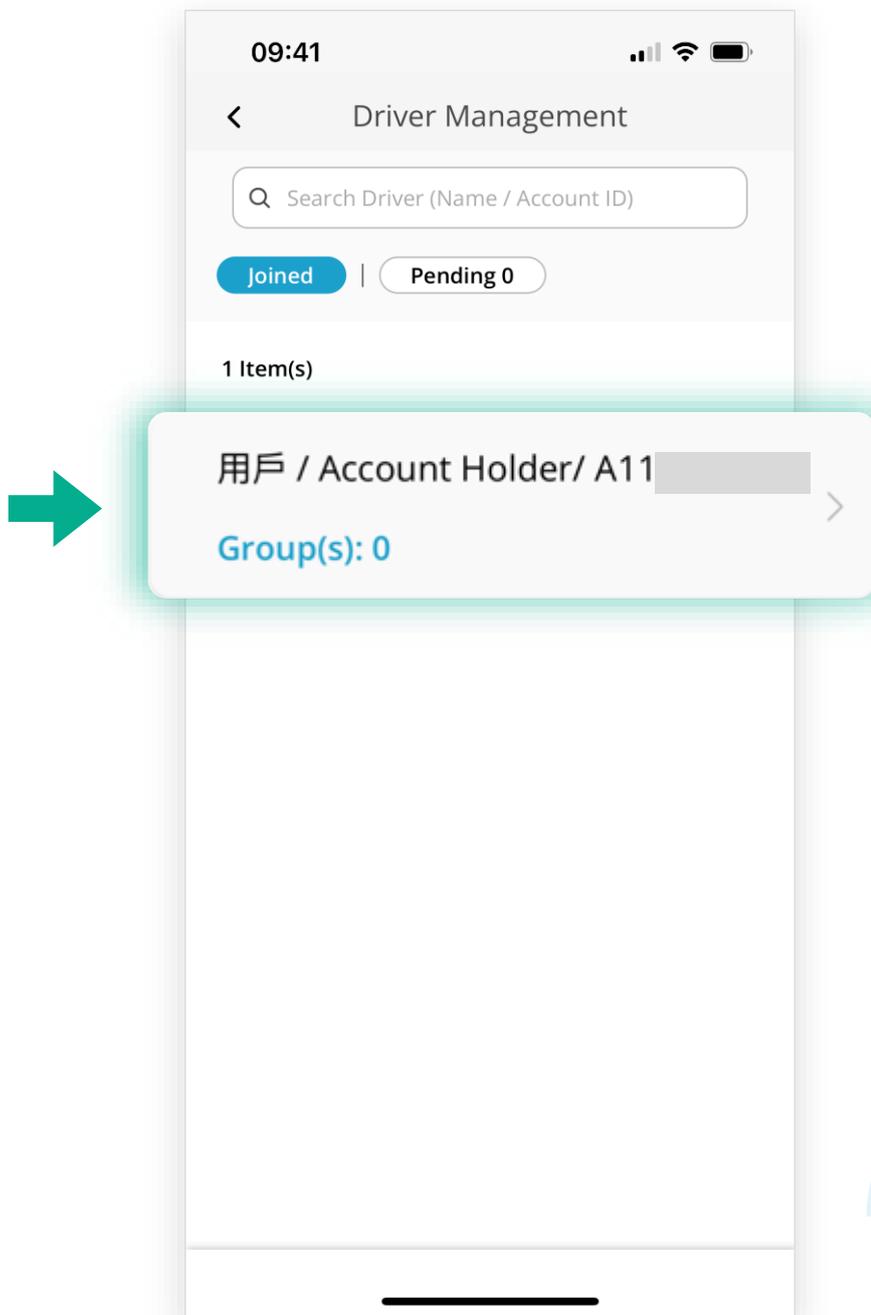
### Step 1 :

- ❑ Click on “Joined” on the “Driver Management” Page



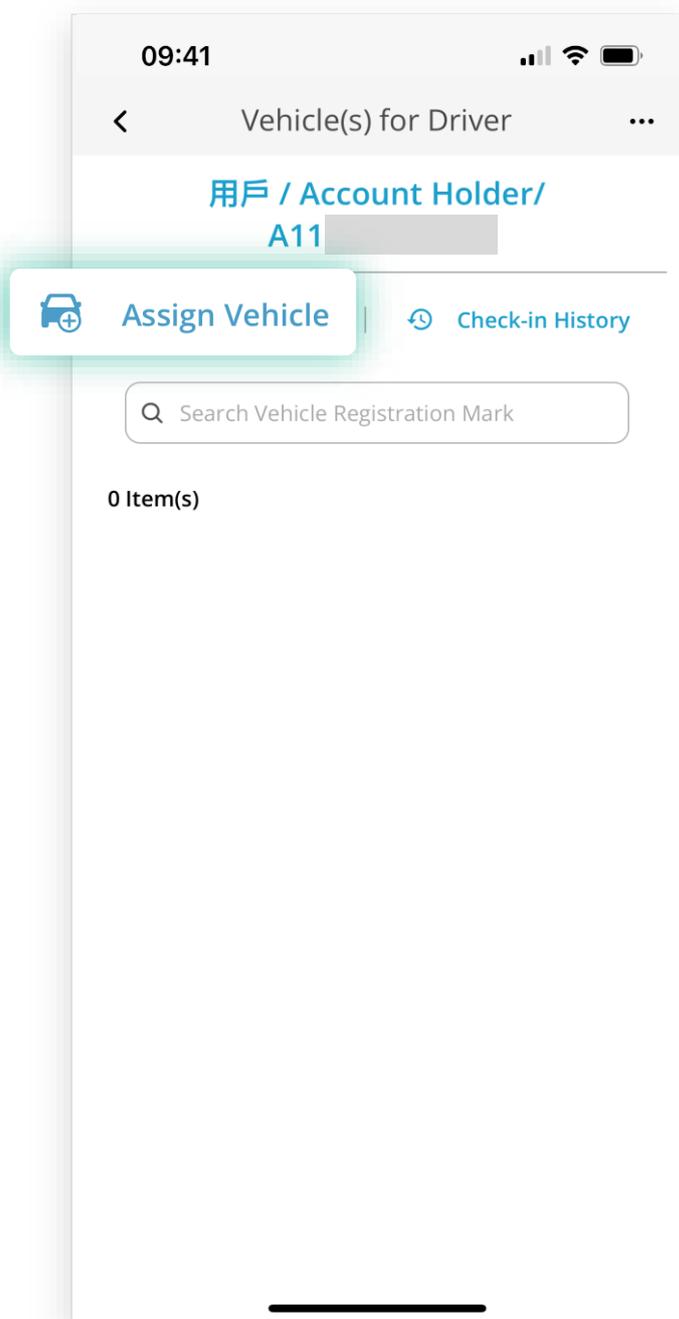
### Step 2 :

- Click on a "Driver"



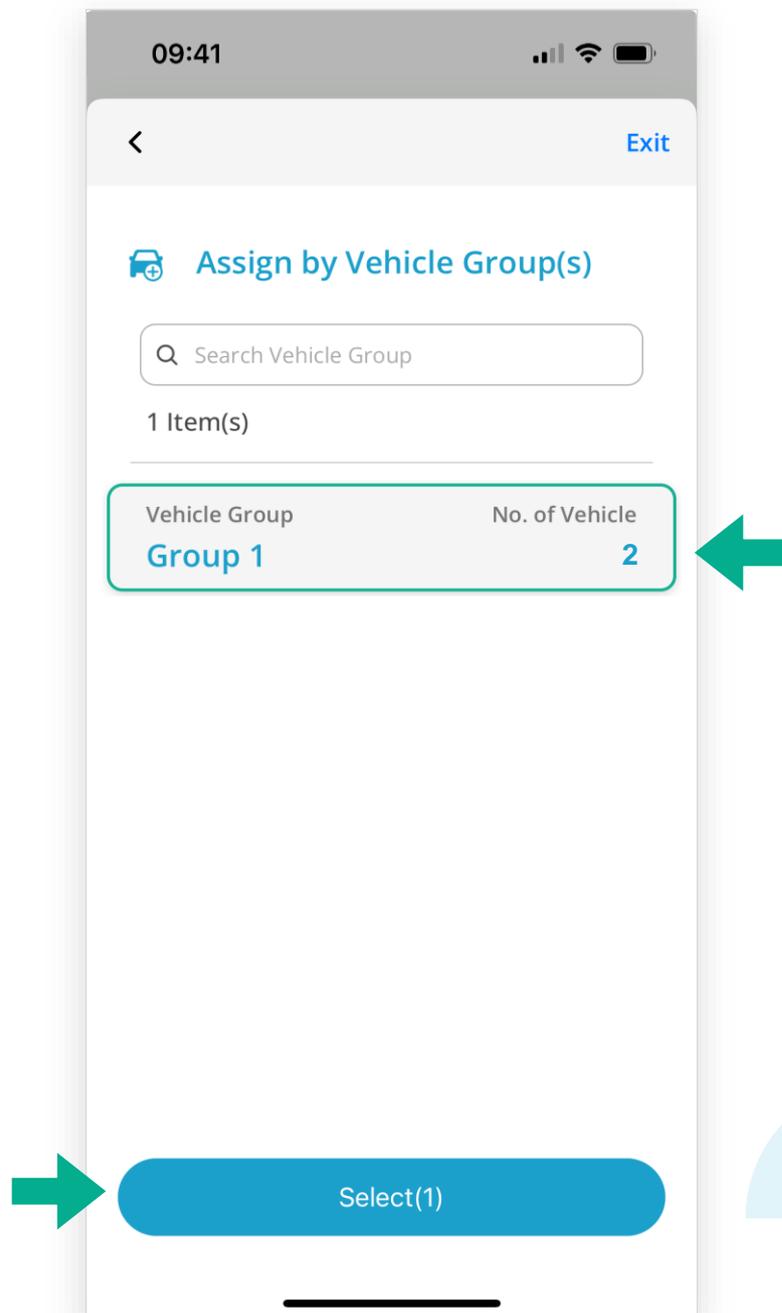
### Step 3 :

- Click on “Assign Vehicle”



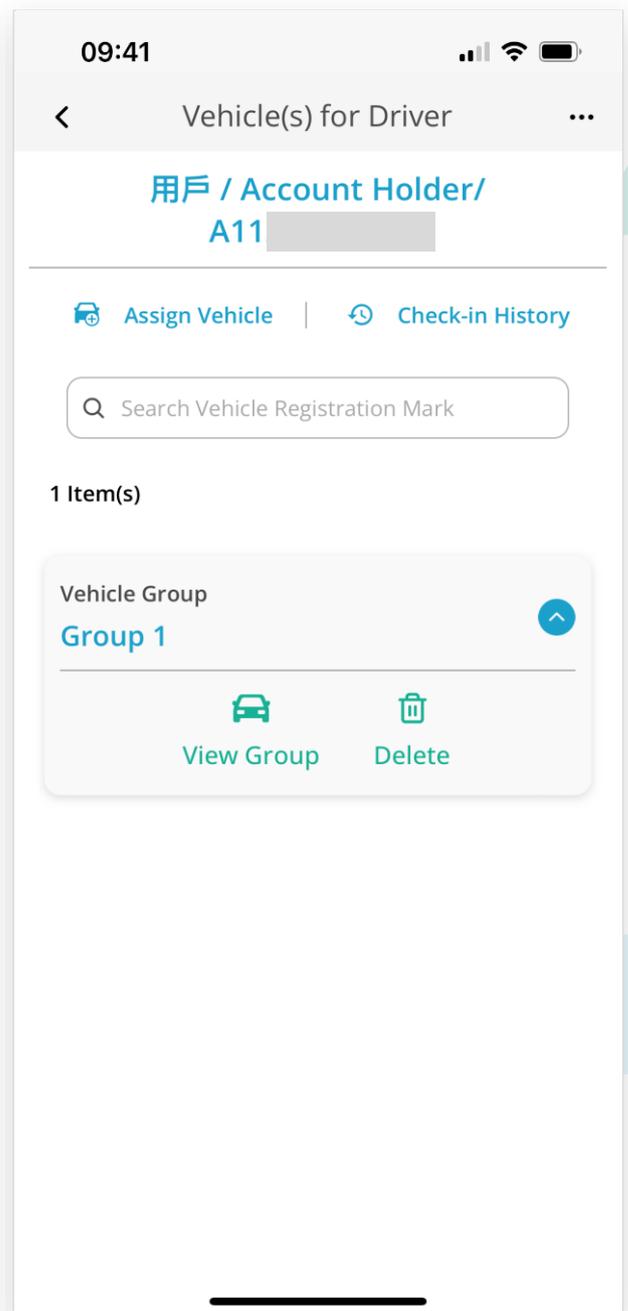
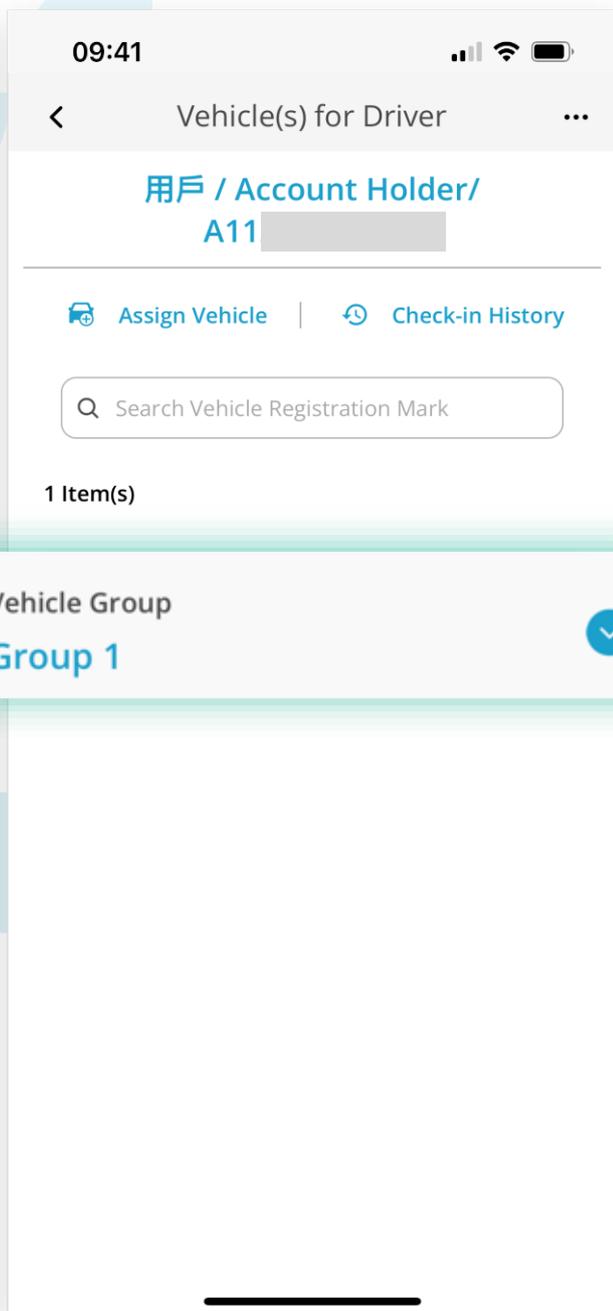
### Step 4 :

- ❑ 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】

Please refer to the Terms and Conditions and Personal Information Collection Statement of the HKeToll service.

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