

Instructions on how to use the application to pay toll via the internet

You can access the application to pay toll via the internet at Dars web page (www.dars.si), by clicking the User's Portal icon.

1. LANGUAGE:

When you click the icon, the next web page opens. Choose the language by clicking one of the flags (Slovenian, English, German, Italian, Hungarian, Czech or Slovak).

Portal of electronic media users

Welcome to the users portal

Registered users have to enter the user's portal with existent username (identification number) and password. If you are entering the user's portal for the first time, you must register as a new user. You will receive on your e-mail a new username and password. After the registration and entrance into new user's portal, you have to check your usage by clicking »Overview of use« and by re-entering the identification number of your electronic ABC tag or DARS card.

By entering into the user's portal, we offer you:

- a free insight into the toll station passes for current year and the amount of purchased credit on the electronic ABC tag or DARS card.
- usage of application for ordering toll credit by the means of a web-site.

Language:       

SL EN DE IT HU CS SK

Username:

Password:

Login

Forgotten password New user

For additional information regarding the usage of the user's portal, please call the following two numbers:

- +386-1-518-83-64 – for additional information about the ABC system and DARS card, every working day between 7 a.m. and 8 p.m.
- +386-1-300-94-90 – for additional information about the usage of application for ordering toll credit by the means of the web-site, every working day between 8 a.m. and 3 p.m.

IMAGE 1: Accessing the application

2. LOG IN

2.1. If you used the POP ABC application in the past ("electronic media user's portal") and you are already registered, enter the existing **username** and **password**. (Image 1)

2.2. If you do not yet have a username and password, select option '**New user**'. Enter your email address in the form shown on Image 2 and copy the security code from the image under the field 'Copy code'. Click on 'Send password' and an email with the username and password will be sent to your email address.

IMAGE 2: New user log-in

2.3. Enter the username and password in the exact form in which you received them by email (pay attention to lower case/upper case letters) and save it, as you need it every time you access the electronic media user's portal (Image 3).

IMAGE 3: Logging in to application

Upon log-in, the user has four options, which are available via the tabs in the application (image 4):

- 'Overview of use' tab: enables reviewing, printing and exporting of vehicle transits recorded on electronic tags. Important: to start reviewing media, users must enter the medium ID number. Monitoring one medium is free of charge; but there is a charge for monitoring several media via one username. A particular medium may be registered once only.
- 'Ordering credit' tab: offers a procedure to order additional credit for an existing electronic medium and to order new electronic media.
- 'Change username and password' tab: enables users to change their username and password.
- 'Logout' tab: by clicking the tab, the user logs out of the portal of the electronic media users application.

Each operation is shown below.

3. ORDERING

Upon entering a username and password, the next dialogue box is displayed; select 'Order credit'.

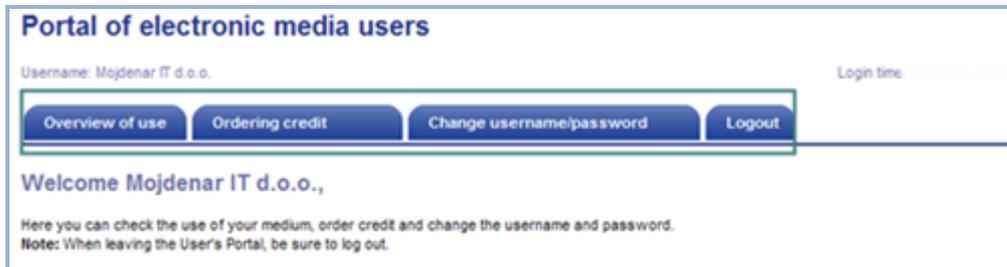


IMAGE 4: 4 options upon entering the application

4. PROCEDURE TO ORDER CREDIT

The procedure has six steps; when these steps are completed, the application prepares a PDF document for printing for the user.

4.1. (Image 5) If you are a taxable person (Ltd., PLC, etc.), you will need a quotation and an invoice pursuant to Article 82 of the VAT Act. Please click 'YES'.

4.2. If you are not a taxable person, click 'No'.

Ordering credit 1/6

- ordering credit takes six steps; the application will lead you through them
- when completed, a pro-forma invoice is created in PDF form (for your records), and your order is sent to DARS electronically
- the procedure for preparing an order may be cancelled at any time.



IMAGE 5: Taxable persons

4.1./a) In the next window, enter your VAT identification number (SI99999999) and select a country from the list, then continue pre-entering data (image 6).

- if the system recognises the details for a legal entity or a sole proprietor, it shows the details (name, address, etc.)

- if the system does not recognise the details of a legal entity or sole proprietor, you must enter the required data and wait one working day for the data to be entered in the record of partners.
(Image 6 and 7)

Portal of electronic media users

Username: Mojdenar IT d.o.o. Login time: 5.12.2020, 10:14

Overview of use Ordering credit Change username/password Logout

Ordering credit 2/5

Enter VAT number and select your country:

SLOVENIJA SI 61664928

Autofill data

IMAGE 6: Entering details for taxable persons 1

4.1./b) Click Confirm data if details are correct and you wish to confirm them (image 7).

Portal of electronic media users

Username: Mojdenar IT d.o.o. Login time: 5.12.2020, 10:14

Overview of use Ordering credit Change username/password Logout

Ordering credit 2/6

Data marked with * is required.

VAT number: SI61664928

* Naziv podjetja: MOJDENAR IT d.o.o.

* Address: PARMOVA ULICA 14

* Post code: 1000

* Town: LJUBLJANA

* Email address: renata@mojdenar.com

Gsm:

Fax:

Contact:

Confirm data Back

IMAGE 7: Entering details for taxable persons 2

Data is processed within one working day; you may then log in again, following the procedure described above.

4.2./a) If you are not a taxable person, please click 'No' (image 8).



IMAGE 8: Individuals who are not taxable persons

4.2./b) Please enter the requested data and confirm it in the next dialogue box (image 9).

IMAGE 9: Entering data for individuals

4.3.) In the third step, a table opens where you order media

If you have active media, the ID numbers for those media are already listed in the table. In brackets next to the medium ID number you can see the current credit balance (example CC-12345 (15.50 EUR)). In the column 'New amount', all entered media have a balance of 0 EUR (image 10).

Possible actions:

- By clicking '**Edit**' add amount to medium (ONLY MEDIA WITH ADDED AMOUNTS ARE TRANSFERRED TO THE NEXT STEP FOR ORDERING!)
- clicking the '**Delete**' link deletes a medium from the table

- the 'Add all media' button refills the table with all media
- the 'Add medium' button enables the addition of an already existing medium which does not yet appear in the list of your active media
- the 'Order new medium' button enables the ordering of a new medium
- the 'Change details' link enables legal details about the person ordering credit to be changed.

Portal of electronic media users

Username: Mojdenar IT d.o.o. Login time: 12:27:06, 14/11/2018

Overview of use | **Ordering credit** | Change username/password | Logout

Ordering credit 3/6

All IDs for already purchased media are listed. In the brackets next to the medium ID is written the credit on the tag. During ordering, only those media will be listed to which you add an amount. Amount is added by clicking the action Edit. Discounts are calculated in accordance with the valid pricelist.

Add all media – by clicking this link / button in the table is listed a set of all already registered media, which you review in the portal.
 Add medium – by clicking this link / button add to the list an existing medium which is not yet on the list orders.
 Order new medium – by clicking this link / button order new medium and add it to the list orders.

MODJENAR IT D.O.O.
 PARMOVA 14
 1000 LJUBLJANA Change data

(+) Add all media | (+) Add medium | (!) Order new medium

Medium ID	New amount	Discount in %	Price of the medium	Total	Action
CC-64834 (0,00 €)	500,00 €	13	/	435,00 €	Edit Remove
CC-75634 (0,00 €)	500,00 €	13	/	435,00 €	Edit Remove
CC-64865 (0,00 €)	350,00 €	10	/	315,00 €	Edit Remove
CC-64598 (0,00 €)	50,00 €	0	/	50,00 €	Edit Remove
CC-12345 (0,00 €)	20,00 €	0	/	20,00 €	Edit Remove
CC-75604 (0,00 €)	10,00 €	0	/	10,00 €	Edit Remove
CC-64754 (0,00 €)	0,00 €	0	/	0,00 €	Edit Remove
				1.265,00 €	

Confirm order

DARS d.d. does not undertake responsibility for any wrong entry of data by the user!

IMAGE 10: Options when ordering credit

4.3.a.) Add medium

Enter the ID number of your electronic medium and the desired amount of credit (image 11). Confirm. Repeat procedure for each electronic medium.

Add medium

Medium ID:

Amount:

The amount will be rounded automatically to 10 €.

Medium ID	New amount	Discount in %	Price of the medium	Total	Action
CC-64834 (0,00 €)	500,00 €	13	/	435,00 €	Edit Remove
CC-75634 (0,00 €)	500,00 €	13	/	435,00 €	Edit Remove
CC-64865 (0,00 €)	350,00 €	10	/	315,00 €	Edit Remove
CC-64598 (0,00 €)	50,00 €	0	/	50,00 €	Edit Remove
CC-12345 (0,00 €)	20,00 €	0	/	20,00 €	Edit Remove
CC-75604 (0,00 €)	10,00 €	0	/	10,00 €	Edit Remove
CC-64754 (0,00 €)	0,00 €	0	/	0,00 €	Edit Remove
				1.265,00 €	

DARS d.d. does not undertake responsibility for any wrong entry of data by the user!

IMAGE 11: Adding a medium

Please note: when entering an ID (identification number), the data must be accurate; if not, repeat the procedure.

DARS d.d. takes no responsibility for any wrong entry of a medium ID by the user!

4.3.b.) Ordering new media

Select this option if you wish to order a new ABC tag or DARS tag (image 12). You will not be able to enter a medium ID number, as you do not yet have the medium or its ID number. You can collect a new medium at any exit tollgate by presenting a supply order, which is sent together with an invoice by post to your address, probably the next working day after the required amount is paid.

When ordering new media, select the medium (by clicking on it) – Electronic tag for ABC system or Dars tag. After you indicate the type of medium, enter the desired amount of credit and confirm.

4.3.c.) Add all media

‘Add all media’ is a function by which users who own several media enter these media on a permanent list. From this list, it is always possible to transfer them to the form to prepare a quotation, even if with your last order you did not order credit for all of your media. If you have them in the permanent ‘list of all media’, you do not need to re-enter them in the application for issuing a quotation.

IMAGE 12: Ordering a new medium

The DARS tag is free of charge. The minimum initial amount of credit is 20.00 EUR.

When you order a medium, the chosen medium is displayed in the table showing all other media, if any. To submit your order, you must confirm it by clicking 'Confirm order' (image 13). Prior to submitting your order, it is possible to edit the record by clicking 'Edit' on the right side of the table, or to remove it from your order by clicking 'Remove'.

Prior to submitting an order, it is possible to edit only the amount for a selected record. If you wish to have a certain amount on another medium, but you selected the wrong medium by mistake, first remove it and repeat the procedure to order a new medium.

When the data are correct, confirm order.

Ordering credit 3/6

All IDs for already purchased media are listed. In the brackets next to the medium ID is written the credit on the tag. During ordering, only those media will be listed to which you add an amount. Amount is added by clicking the action Edit. Discounts are calculated in accordance with the valid pricelist.

Add all media – by clicking this link / button in the table is listed a set of all already registered media, which you review in the portal.
 Add medium – by clicking this link / button add to the list an existing medium which is not yet on the list orders.
 Order new medium – by clicking this link / button order new medium and add it to the list orders.

MODJENAR IT D.O.O.
 PARMOVA 14
 1000 LJUBLJANA

Change data

(+) Add all media (+) Add medium (!) Order new medium

Medium ID	New amount	Discount in %	Price of the medium	Total	Action
CC-64834 (0,00 €)	500,00 €	13	/	435,00 €	Edit Remove
CC-75634 (0,00 €)	500,00 €	13	/	435,00 €	Edit Remove
CC-64865 (0,00 €)	350,00 €	10	/	315,00 €	Edit Remove
CC-64598 (0,00 €)	50,00 €	0	/	50,00 €	Edit Remove
CC-12345 (0,00 €)	20,00 €	0	/	20,00 €	Edit Remove
CC-75604 (0,00 €)	10,00 €	0	/	10,00 €	Edit Remove
CC-64754 (0,00 €)	0,00 €	0	/	0,00 €	Edit Remove
				1.265,00 €	

Confirm order

DARS d.d. does not undertake responsibility for any wrong entry of data by the user!

IMAGE 13: Ordering new medium

When your order is confirmed, a window is displayed. The first part shows the user's details, which can also be changed. The second part shows the different methods of informing about credit, where it is possible to select between email, mobile phone or both. The third part shows the media that are ordered.

Please note: check that personal details, email and mobile phone number are correct.

Once the entered details are correct, complete the procedure by clicking 'Confirm order'. If the order is incorrect and you wish to correct it, click 'Edit order' to go back to the table to edit and repeat the procedure.

Portal of electronic media users

Username: Mojdenar IT d.o.o. Login time: 01.03.2019, 11:42

[Overview of use](#)
[Ordering credit](#)
[Change username/password](#)
[Logout](#)

Review and confirm order 5/6

Client's details:

Name: **MODJENAR IT D.O.O.**
 Address: **PARMOVA 14**
 Town: **LJUBLJANA**
 Post code: **1000**

Addressee's details:

Name: **MODJENAR IT D.O.O.**
 Address: **CANKARJEVA**
 Town: **MARIBOR**
 Post code: **2000**
[Change posting address](#)

We will inform you of the credit availability to the entered email address:

Email address:

Ordering credit

Medium ID	Amount	Discount in %	Price of the medium	Total
CC-12345 (0,00 €)	100,00 €	5	/	95,00 €
CC-16534 (0,00 €)	150,00 €	5	/	142,50 €
CC-76453 (0,00 €)	700,00 €	13	/	609,00 €
				846,50 €

[Confirm order](#)
[Edit order](#)

DARS d.d. does not undertake responsibility for any wrong entry of data by the user!

IMAGE 14: Submitting order

After confirming your order, a quotation is displayed in pdf format, based on which you can carry out payment. The quotation may be saved or printed. If the window does not open, or if you closed it by mistake, click the 'Print order' button (image 15).

Your order has been submitted and you are now registered in our system.

When we receive the payment to the DARS d.d. transaction account, we inform you by email. Your credit is registered on the selected electronic medium when you next pass any exit tollgate.

For any additional information, we are available every working day from 8 am to 3 pm on tel.: 01/300-94-90.

Portal of electronic media users

Username: Mojdenar IT d.o.o. Login time: 01.03.2019, 11:42

[Overview of use](#)
[Ordering credit](#)
[Change username/password](#)
[Logout](#)

Printing order 6/6

Your order was submitted. PDF document (order) will open in new window. If it does not open or if you closed it by mistake, click button "Print order".

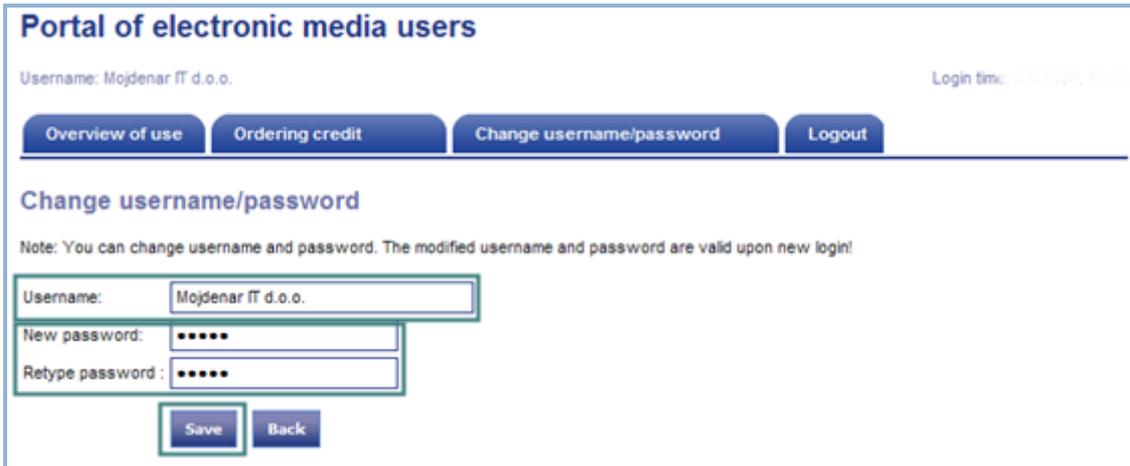
[Print order](#)
[New order](#)
[Overview of use](#)

IMAGE 15: Quotation in pdf format

5. CHANGING USERNAME/PASSWORD

You can change your password by clicking 'Change username/password' (image 4); a new entry form opens in which data can be changed (image 16).

Details are changed when you click 'Save', and are valid from the next log-in.



The screenshot shows a web portal titled "Portal of electronic media users". At the top, it displays the user's name "Username: Mojdenar IT d.o.o." and the login time "Login time: 2019-07-11 11:00". Below this, there are four navigation buttons: "Overview of use", "Ordering credit", "Change username/password", and "Logout". The "Change username/password" button is highlighted. The main content area is titled "Change username/password" and includes a note: "Note: You can change username and password. The modified username and password are valid upon new login!". The form contains three input fields: "Username:" with the value "Mojdenar IT d.o.o.", "New password:" with five asterisks, and "Retype password:" with five asterisks. At the bottom of the form are two buttons: "Save" and "Back".

IMAGE 16: Changing username or password

6. LOG OUT

Log out from the application by clicking the 'Logout button' on the right (image 4).