

# REPORT CONGESTION CHARGES IN MY ARVAL

The reporting of congestion charges is done with one month delay. Hence, all passages that you have done in January will be reported in March.

At the end of the month, the information about your daily passages and the related cost per day will be available in My Arval. You have to complete the report no later than the 5:th each month.

In the reporting module you are able to report according to one of the two methods that Skatteverket have approved.

**Proportional method** – here you will only report the number of business passages that you have done per day.

**Detail method** – here you have to keep track of the accumulated cost for all business passages per day.

*It is your own personal responsibility to keep a daily journal, despite which of the reporting models you are using. The most easy and convenient method to use is the proportional method since you only need to keep track of the number of business passages per day, not the cost.*

## LOG-IN TO MY ARVAL

You start by logging in to the My Arval website [www.myarval.com](http://www.myarval.com) (the same way as you log-in to complete your fuel reporting).

You click on **"My vehicle"**. After that you look under Details and click choose **"My toll"**.

The screenshot shows the My Arval website interface. At the top, there is a header with the ARVAL logo and the tagline "We care about cars. We care about you." Below the header, there is a navigation menu with "My vehicle" highlighted. Under "My vehicle", there are four sub-menus: "Details", "Fuel", "Service & maintenance", and "Damage". The "Details" sub-menu is expanded, showing options: "My contract", "My statistics", "My driver journal", and "My toll". A green arrow points from the text above to the "My toll" option. Another green arrow points from the text above to the "My vehicle" button. In the bottom right corner, there is a "contract: 0000" label.



Now you are in the reporting portal and can start fill in your congestion passages or charges for the month.

date	category	No.	No. for business	No. private	Total amount in SEK	Toll amount business	Toll amount private
22 Dec 2017	road charges	7	7	0	SEK 60,00	SEK 60,00	SEK 0,00
21 Dec 2017	road charges	4	4	0	SEK 35,00	SEK 35,00	SEK 0,00
20 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
19 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
18 Dec 2017	road charges	7	7	0	SEK 60,00	SEK 60,00	SEK 0,00
15 Dec 2017	road charges	4	4	0	SEK 36,00	SEK 36,00	SEK 0,00
8 Dec 2017	road charges	8	8	0	SEK 70,00	SEK 70,00	SEK 0,00
7 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
4 Dec 2017	road charges	4	4	0	SEK 35,00	SEK 35,00	SEK 0,00

There are two reporting methods to choose between:

**Proportional method** here you choose to report how many business passages you have done per day. You only need to keep track of the number of business passages per day, nothing else. The system will calculate the share of private passages. This share will form the base to calculate the private cost for congestion charges.

Or you can use the

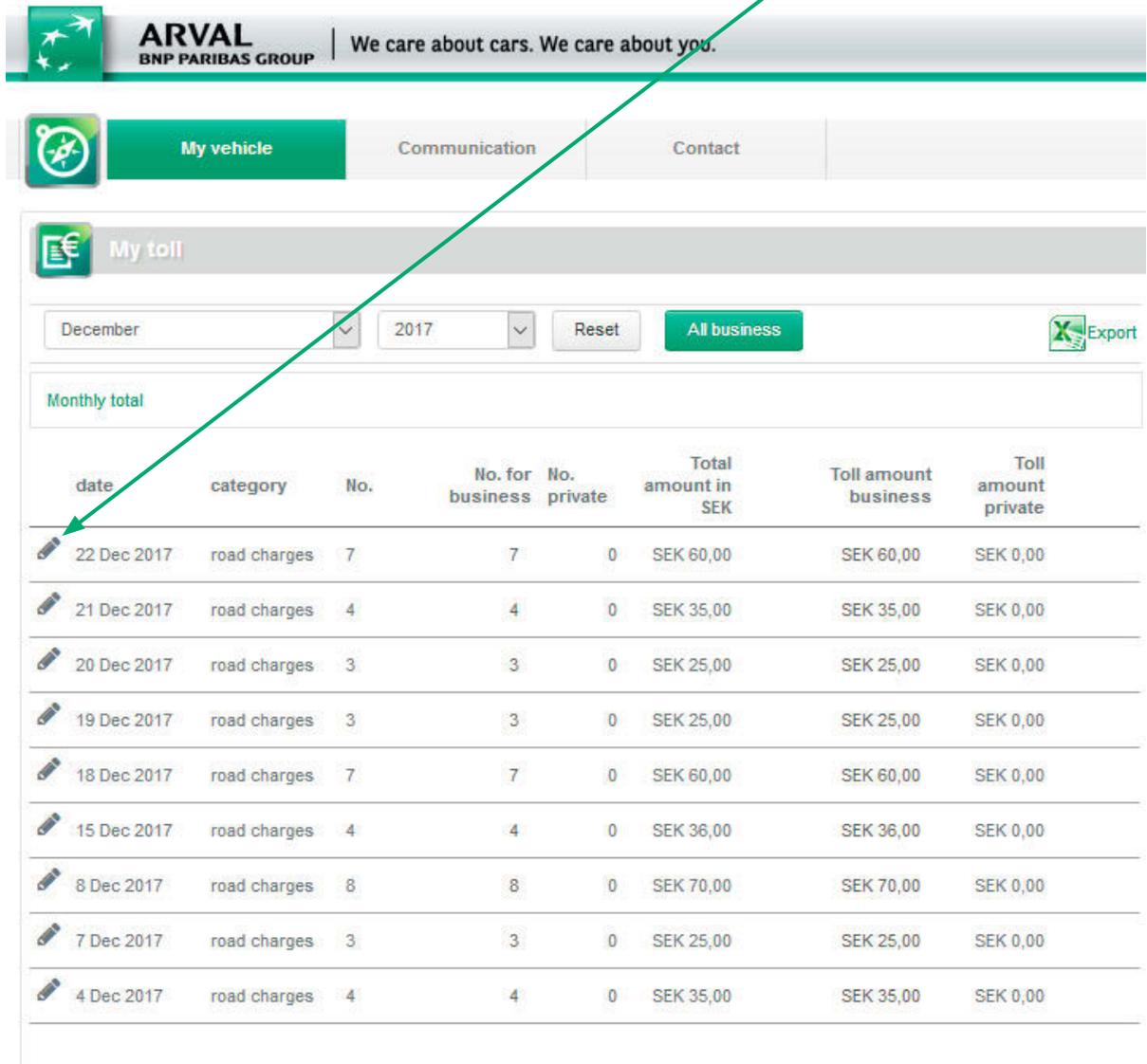
**Detailed method** here you report the total cost amount for your business passages per day.

*PLEASE NOTE! Here you need to keep track of the exact cost for all business passages that you done and report the total sum per day.*



# TO REPORT PER DAY

When you do your daily reporting you have to start by clicking on the "pen".



ARVAL  
BNP PARIBAS GROUP | We care about cars. We care about you.

My vehicle    Communication    Contact

My toll

December    2017    Reset    All business    Export

Monthly total

date	category	No.	No. for business	No. private	Total amount in SEK	Toll amount business	Toll amount private
 22 Dec 2017	road charges	7	7	0	SEK 60,00	SEK 60,00	SEK 0,00
 21 Dec 2017	road charges	4	4	0	SEK 35,00	SEK 35,00	SEK 0,00
 20 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
 19 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
 18 Dec 2017	road charges	7	7	0	SEK 60,00	SEK 60,00	SEK 0,00
 15 Dec 2017	road charges	4	4	0	SEK 36,00	SEK 36,00	SEK 0,00
 8 Dec 2017	road charges	8	8	0	SEK 70,00	SEK 70,00	SEK 0,00
 7 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
 4 Dec 2017	road charges	4	4	0	SEK 35,00	SEK 35,00	SEK 0,00



When you click on the pen, two options will be available. To report the number of business passages **"No for business"** for that specific day.

Or you can choose to

report the total cost for business passages **"Toll amount business"** for that specific day.

date	category	No.	No. for business	No. private	Total amount in SEK	Toll amount business	Toll amount private
22 Dec 2017	road charges	7	<input type="text" value="7"/>	0	SEK 60,00	<input type="text" value="SEK 60,00"/>	SEK 0,00
21 Dec 2017	road charges	4	4	0	SEK 35,00	SEK 35,00	SEK 0,00
20 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
19 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
18 Dec 2017	road charges	7	7	0	SEK 60,00	SEK 60,00	SEK 0,00
15 Dec 2017	road charges	4	4	0	SEK 36,00	SEK 36,00	SEK 0,00
8 Dec 2017	road charges	8	8	0	SEK 70,00	SEK 70,00	SEK 0,00
7 Dec 2017	road charges	3	3	0	SEK 25,00	SEK 25,00	SEK 0,00
4 Dec 2017	road charges	4	4	0	SEK 35,00	SEK 35,00	SEK 0,00

At this point you must have made a decision which reporting method you will use.

Maybe you and/or your employer have decided which method to be used. Otherwise you need to choose one method, proportional method or detailed method. Then you have to use the same method for all days within the month.

**We start with the example where you have chosen the proportional method.**

On December 22 you had 4 business passages. You key in the number of passages under the heading

**"No. For business"** and then you click **"save"**.

date	category	No.	No. for business	No. private	Total amount in SEK	Toll amount business	Toll amount private
22 Dec 2017	road charges	7	<input type="text" value="4"/>	3	SEK 60,00	<input type="text" value="SEK 34,29"/>	SEK 25,71

The system calculate proportionally the cost for your private passages. In this case **34,29kr.**

You repeat the same procedure for all days within the month where you had congestion charges during business driving.



### Below you find an example using the detailed method

You have in your daily journal recorded the cost for business passages to a total amount of 30 SEK. You type in the amount under the heading **"toll amount business"**.

After that you click **"save"**.

date	category	No.	No. for business	No. private	Total amount in SEK	Toll amount business	Toll amount private
22 Dec 2017	road charges	7	<input type="text" value="0"/>	7	SEK 60,00	<input type="text" value="SEK 30,00"/>	<input type="text" value="SEK 30,00"/>

The system calculates how much of the total cost that is private. In this case **30SEK**.

You repeat the same procedure for all days within the month where you had congestion charges during business driving.

### What will the accumulated monthly private cost be?

When you like to see the accumulated result for the month you click on **"Monthly total"**. Then you will get a summary of the month and can see the split of cost between private and business passages.

My toll							
December	▼	2017	▼	Reset	All business	Export	
<b>Monthly total</b>							
No.	No. for business	No. private	Total amount in SEK	Toll amount business	Toll amount private		
43	36	7	SEK 371,00	SEK 341,00	SEK 30,00		
date	category	No.	No. for business	No. private	Total amount in SEK	Toll amount business	Toll amount private
22 Dec 2017	road charges	7	0	7	SEK 60,00	SEK 30,00	SEK 30,00

The **"Reset"** button

You click on the reset button if you like to go back to the last month (current) to report.

### If all your Passages are business passages

If all your passages are business passages you can click the **"All business"** button and automatically all passages during the whole month will be reported as business passages.

#### Arval AB

Vendevägen 89, 182 32 Danderyd  
Box 80, 182 11 Danderyd  
Tel.: +46 87 99 88 90, arval.se



**ARVAL**  
BNP PARIBAS GROUP

For the many journeys in life