

## ZIGS Quick Guide: How to PAY online

1. Go to the Public Service Portal (*ZamPortal*), <https://zamportal.gov.zm>.
2. Go to “**All Services**”.  
*Note: you will be re-directed to ZamServices - Government e-Services Directory.*
3. Select an e-service, review the service description (e-Passport) and click [**Apply for Service**].  
*Note: if asked for the login information, enter the Username and Password you created when you registered your account.*
4. Step by step, fill in e-service forms with required and relevant data, click [**Next**].
5. When you reach the payment step, click on [**Preview the Invoice**] to preview the **Treasury Invoice** (you can download the Invoice).
6. Select an appropriate Payment Method (*mobile or debit/credit card*).  
*Note: if debit/credit card was selected - you will be redirected to the bank billing form page for secure payment processing.*
7. Depending on payment method selected - enter your Mobile Phone Number, click [**Pay**]; or enter your billing and card details, click [**Next**], then click [**Pay**].  
*Note: in case of debit/credit card method - upon completion of payment, you will be returned back to the e-Service page.*
8. View payment transaction result and click [**Preview the Receipt**] to preview the **Treasury Receipt** (you can download the Receipt), click [**Next**].  
*Note: you should continue following the process steps to finish the process of Application submission.*