How to apply for the e-TIP using the ZIMRA e-TIP Portal

1. Sign Up on a Mobile app

Select the e-TIP app on your phone

Select Sign Up if you don’t have an account
Capture your Sign Up details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LastName</td>
<td>Makanaka</td>
</tr>
<tr>
<td>FirstName</td>
<td>Princess</td>
</tr>
<tr>
<td>Passport Number</td>
<td>AN121258</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:kpanganai@zimra.co.zw">kpanganai@zimra.co.zw</a></td>
</tr>
<tr>
<td>Tel Code</td>
<td>277</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>2354698</td>
</tr>
</tbody>
</table>

* passwords must contain at least one digit/special character/lowercase/uppercase letter and be at least ten characters long

Select “SUBMIT” and a message dialogue box is displayed
Click ‘OK’

Check the activation code from email to complete the registration process

Take note of the Activation code and return to the Mobile App

Click on Activate Account and an Activate Account box is displayed
Enter the activation code

Select Activate and a message dialogue box is displayed confirming success

Click “OK” and the Log In page is displayed

Log on using the passport number and password.
2. **Sign Up on the web**

Use the following URL (Link) to get on the ZIMRA e-TIP web page http://10.16.64.240/etip/# and the Welcome page is displayed

![Welcome to the ZIMRA e-TIP Portal](image)

Click on “SIGNUP” if it’s your first time, otherwise proceed to logging on with your passport number and password and a User Registration Form will appear

![User Registration Form](image)

Capture your personal details in given fields.
Click ‘SIGN UP’ at the bottom of the User Registration Form and a dialogue box is displayed

A message dialogue box will default saying your registration is in progress and that an e-mail has been sent to you as shown below.

Click the link below to complete your registration.

http://10.18.6.87:90/zimra/activateUserAccount.php?key=5d0eb959-18f1-416c-93ec-7508d7c3d04d207081812358216653HRT1D9-%dKr6sbnoaAwhHcc1KJS7ymOBL19Ku8iHxaS3P=R2x5THWSw3uHnmKDz@RbYo-88F040YqQe3636XwePltGnNHNaCZ/@W0_BR4772584171235821201766523

Follow the instructions by clicking on the given link
Click on ‘Activate My Account’

Thank you for registering on our system. Click here to proceed to logon.

Click on ‘here’ to proceed to log on

WELCOME TO THE ZIMRA eTIP PORTAL

The ZIMRA eTIP platform seeks to make it convenient and quick for visitors coming to Zimbabwe to apply for their vehicle Temporary Import Permits online, from anywhere in the world prior to their arrival at the border post.
Logging In

Capture your Passport Number on the Passport number field and password on the password field

Click on ‘LOGIN‘ and the Online TIP page will appear
NEW TIP Application

Click on TIP application

A New TIP Application page will open

Capture the Driver’s details in the fields provided
Click the Vehicle tab and the vehicle Tab is displayed
Capture the vehicles details in the fields
Click the Trailer tab and the trailer tab will be displayed
If you intend to bring a trailer click the Check box “I have a trailer”, and the fields for trailer details will be open for capturing trailer details. Otherwise if no trailer, click the “Owner” tab
Click the “Owner” tab

Capture the Owner details if applicable

Otherwise if not applicable click the check box and move to “Other Goods” tab
If you intend to bring Other goods temporarily such as cameras, laptops click on “Add Item”

Capture other goods details

Click on “Add”
The item will be added, enter any additional item if necessary, otherwise close the “Enter Other Goods” dialogue box.

Click the ‘Driver’s Declaration and Undertaking’ check box after reading and understanding it

Click the ‘Submit’ button at the bottom to submit your TIP application

An auto-generated message will pop up informing you that your application has been successfully submitted and also giving you your Reference number to be submitted to the ZIMRA officer at the port of entry on the day of travelling. The same message will be automatically sent to your e-mail address you captured during registration.
**Edit My TIP Application**

Edit is used to amend a TIP that has been submitted. If one feels they have made a mistake or need to put additional information on the submission, click on Edit and enter the submitted TIP reference number.

**Reactivate My Expired TIP Application**

When a submitted TIP application has expired (passed the intended date of travel and client failed to travel), extension of the intended date of travel can be edited to activate the e-TIP.