

UNIVERSAL ACCOUNT NUMBER (UAN)

(Toll Free No. 1800-118-005)

**USER MANUAL ON UAN FUNCTIONS
IN
UAN Driven Member PORTAL
AUGUST 2014**



**IS DIVISION
EMPLOYEES' PROVIDENT FUND ORGANISATION
Head Office, New Delhi**

USER MANUAL ON UAN FUNCTIONS IN UAN DRIVEN MEMBER PORTAL

SCOPE OF THE DOCUMENT:

EPFO has launched a Universal Account Number (UAN) driven Member Portal to provide a number of facilities to its members through a single window. Member has to activate his/her registration to avail various facilities such as UAN card download, member passbook download, updation of KYC information, listing all his/her member ids to UAN, file and view transfer claim. As of now, only active members, for whom employer has uploaded the Electronic Challan-cum-Return for the wage month of Jan 2014 onwards (who have been allotted UAN) would be able to register themselves on UAN driven Member Portal. For registration, member has to obtain UAN from his/her employer alongwith member ID. Member's mobile number would be required to activate registration.

OBJECTIVE OF UAN:

A universal number will be generated for each of the PF Account Number at EPFO. The UAN will act as an umbrella for the multiple Member Ids allotted to the same individual. The idea is to collate multiple Member Identification Numbers (Member Id) allotted to a single member under single Universal Account Number. This will help the member to view details of all the Member Identification Numbers (Member Id) linked to it. If a member has already been allotted Universal Account Number (UAN) then s/he may provide the same to new establishment/ employer which in turn will mark the new allotted Member Identification Number (Member Id) to the Universal Identification Number (UAN).

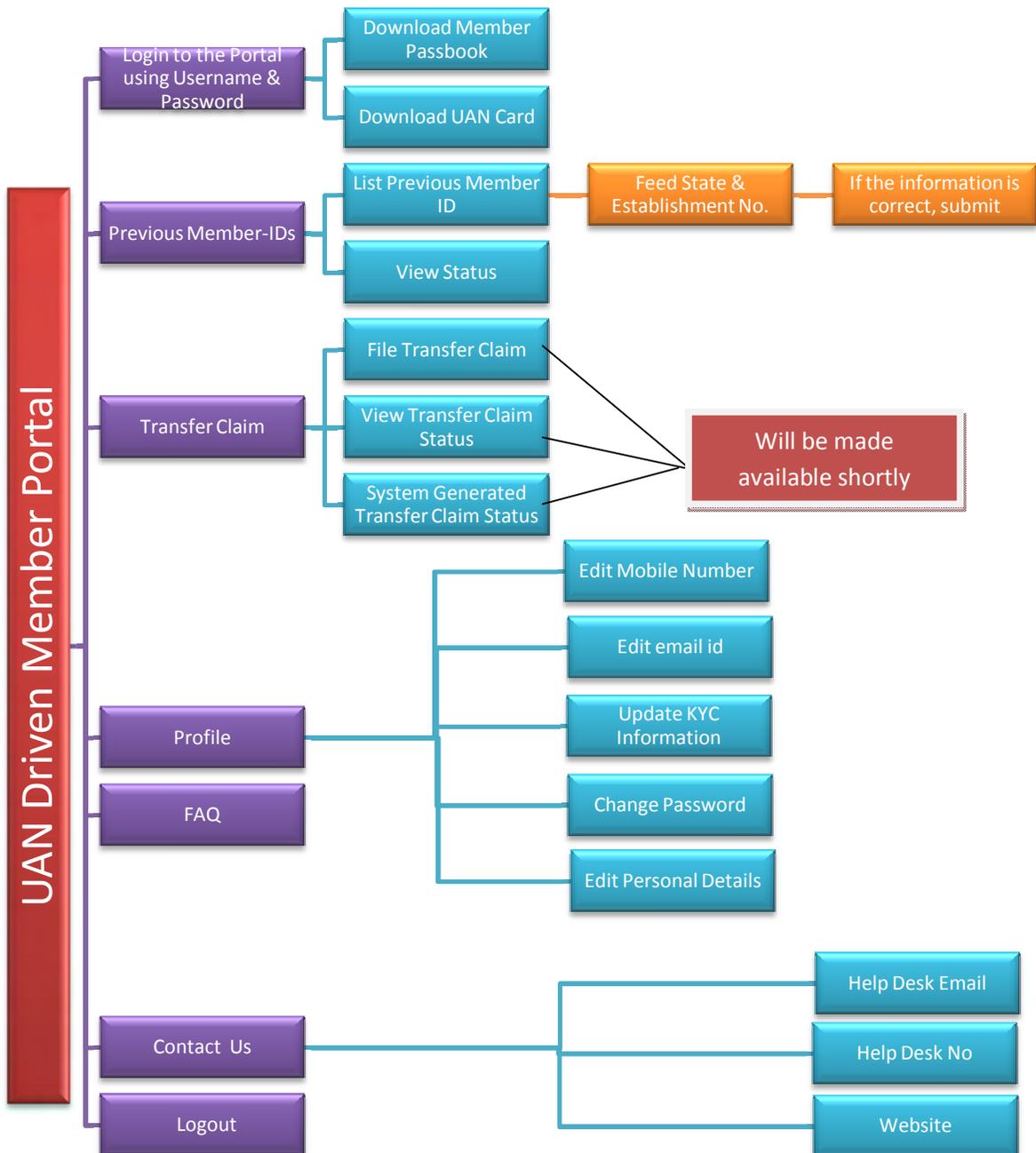
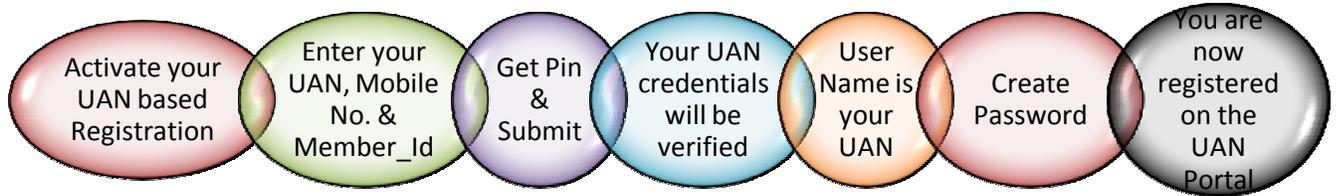
The main objective behind this new function is to capture KYC details of its members in order to eliminate the dependency on the employer and improve the quality of service. The KYC details will be tagged against the allotted UAN rather the member id thereby eliminating the redundancy.

PRE-CONDITIONS:

- **Must exist in the ECR w.e.f. Jan 2014 onwards. (Member can check UAN allotment status in website:: http://uanmembers.epfoservices.in/check_uan_status.php)**
- **Must obtain UAN no. and member id from employer.**
- **Activation of the registration is mandatory.**
- **Has to create user name and password for accessing UAN driven member portal.**
- **Must have scanned copies of the KYC documents to be uploaded.**

SCREEN FLOW :

**Universal Account Number (UAN)
MEMBER e-SEWA**



EXPLANATION THROUGH SCREEN SHOTS :

The member can avail the following facilities through UAN driven member portal which is available at URL:: <http://uanmembers.epfoservices.in/>

- Activation of Member's UAN Registration by entering UAN, Mobile No. & Member_Id .
- Login to the Portal using Username (UAN) & Password created by Member only.
 - o Download
 - Download Member Pass Book
 - Download UAN Card
 - o Previous Member-IDs
 - List Previous Member ID
 - View Status
 - o Transfer Claim :: *(This option will be made available shortly.)*
 - File Transfer Claim
 - View Transfer Claim Status
 - System Generated Transfer Claim Status
 - o Profile
 - Edit Mobile Number
 - Edit Email Id
 - Update KYC Information
 - Change Password
 - Edit Personal Details
 - o FAQ
 - o Contact us
 - Helpdesk Email
 - Helpdesk Number
 - Website

The screen given below facilitates members to opt for activation of their UAN based registration as well as login to this Portal. As this is a first screen of this portal, instructions to be followed by Members for its full utility alongwith information and advantages of this portal are well defined. Hyperlink for FAQ has also been given.

Once member press the button 'Activate your UAN based registration', following screen appears wherein member has to tick on the option given that he/she has read and understood the instructions.

After ticking on the above option, the following screen allows members to actually activate their UAN based registration. Member has to feed his/her UAN, mobile no. and member_id. After feeding the characters shown there on the screen, member has to press the button 'Get Pin'. Within 5 minutes, pin will come on his/her mobile no. Using that pin, he/she has to submit the record declaring that the details provided belong to him/her and he/she understands that his/her mobile number will be recorded and in case of any complaint regarding misuse of the facility and/or false declaration, his/her details may be handed over to the appropriate authority for suitable action.



Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour and Employment, Government of India)

Universal Account Number (UAN)
MEMBER e-SEWA

UAN आधारित पंजीकरण को सक्रिय करें
ACTIVATE YOUR UAN BASED REGISTRATION

[HOME](#)

I Have Read and Understood the [Instructions](#).

*** Compulsory Fields**

Note: Please enter the following details to activate your UAN.

Enter your Universal Account Number (UAN)* :

Enter your Mobile Number* :

Enter your Member ID below

Select the state * :

DS | NHP | | |

Account number - Maximum 7 Characters.

Please type the characters shown in the text box (case-sensitive)

PIN is not received within 5 minutes, please verify your mobile number.
PIN for completion of the UAN activation process has been sent to your mobile number.

प्रतिबन्धन:

में घोषणा करता हूँ कि उपर कि गई प्रविष्टि मुझसे संबंधित हैं। मुझे यह भी जानकारी है कि मेरा मोबाइल न. दर्ज किया जायेगा और उपर दी गई जानकारी और / या झूठी घोषणा के दुरुपयोग के सम्बन्ध में किसी भी शिकायत के मामले में मेरी जानकारी उपयुक्त कार्रवाई के लिए उपयुक्त प्राधिकारी को सौंपी जा सकती है।

Disclaimer:

I declare that the details provided above belong to me. I understand that my mobile number will be recorded and in case of any complaint regarding misuse of the facility and/or false declaration as given above, my details may be handed over to the appropriate authority for suitable action.

I Agree

Enter Authorization PIN:

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2014, System powered by TCIL and VSPL

Once the submit button is pressed, following screen will appear which will show that member's credentials are verified. This screen allows the member to create password for login to this portal to have an access of the facilities provided in the UAN driven Member Portal. User Name will always be your UAN.

YOUR SESSION EXPIRES IN 199 SECOND(S)

CREATE USERNAME AND PASSWORD

[HOME](#)

Your UAN credentials are verified. Please verify your details and create a username and password for logging in to the Member Portal.

*** Compulsory Fields**

Name : ARUN KUMAR

Father's/Husband's Name :

Date of Birth : 01-02-1983

Establishment Name : YANTRIKA INSTRUMENTS PVT L.TD

I declare that the name and establishment name shown are correct and belong to me.

UAN* : 100018336042

Password* :
(*Password should be alphanumeric, have minimum 1 special character and 8 to 25 characters long. (Special characters are one of ! @ # \$ % ^ & *)

Confirm Password* :

Email Id* :

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2014, System powered by TCIL and VSPL

Here, member need to enter his/her Father's name and Date of Birth in case it is blank and create the password of his/her choice which should be alphanumeric, have minimum 1 special character and 8-25 character long. Special characters are !@#\$%^&*()

Sample Password:: abc@1973

After submitting, following screen will come and message will go to the member's phone for successful registration to access UAN driven member portal. Member must record this username and password to use it further.

Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour and Employment, Government of India)

Universal Account Number (UAN)
MEMBER e-SEWA

CREATE USERNAME AND PASSWORD HOME

• Universal Account Number(UAN) has been registered successfully. Your login detail has been sent to your mobile number. You can login to the UAN member portal with the same. An email verification link has been sent to your registered email address , please verify your email address by login to your email account.
[Please click here to continue further.](#)

Please keep the following instructions in minds while operating member portal.

- Do not share your User Name and Password with anybody as it may result in misuse of UAN services being provided to you.
- Update your Mobile number in your profile whenever you change your mobile number. This is important because the updates will be sent on the registered Mobile number. In future number of UAN services may be linked to your registered mobile number.
- Whenever you change your job inform your employer about UAN through Form-11. It will help in tagging all your Provident Fund Accounts under same UAN.

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2014. System powered by TCI and VSI

Once member has activated his/her UAN based registration, he/she can any time login to the portal by using his/her username and password created by himself/herself.

Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour and Employment, Government of India)

Universal Account Number (UAN)
MEMBER e-SEWA

WELCOME MEMBERS

प्रिय ईपीएफ सदस्य !

- ईपीएफओ ने अपने सदस्यों को एकल खिड़की के माध्यम से सुविधाओं को प्रदान करने हेतु यूनिवर्सल खाता संख्या (यू.ए.एन.) सदस्य पोर्टल शुरू किया है।
- विभिन्न सुविधाओं जैसे कि यू.ए.एन. कार्ड डाउनलोड, सदस्य पासबुक, के.वाई.सी जानकारी को अद्यतन आदि का लाभ उठाने के लिए अपने पंजीकरण को सक्रिय करें।
- प्रारंभ में, केवल सक्रिय सदस्यों (जिनका योगदान अक्टूबर 2013 माह के बाद ईसीआर के माध्यम से प्राप्त हुआ) खुद को पंजीकृत करने में सक्षम होंगे।
- पंजीकरण के लिए, अपने सदस्य आईडी के साथ निष्पक्षता से यू.ए.एन. प्राप्त करना होगा।
- पासबुक को सक्रिय करने के लिए आपको अपने मोबाइल नंबर की आवश्यकता होगी।

[FAQ के लिए यहाँ क्लिक करें।](#)

नोट:

- एक मोबाइल नंबर एक ही पंजीकरण के लिए इस्तेमाल किया जा सकता है।
- सदस्य UAN के साथ पहिनात किये गये कर्मचारी भविष्य निधि खाते की पासबुक देख सकता है।
- पासबुक की सुविधा ईपीएफ स्कीम 1952 के तहत रूट प्राप्त प्रतिष्ठानों के सदस्यों के लिए उपलब्ध नहीं है।

Dear EPF Members !!

- EPFO has launched an Universal Account Number (UAN) based Member Portal to provide a number of facilities to its members through a single window
- Activate your registration to avail various facilities such as UAN card download, member passbook, updation of KYC information etc.
- As of now, only active members (contribution received through ECR for the wage month October 2013 onwards) would be able to register themselves.
- For registration, obtain UAN from your employer alongwith your member ID.
- Your mobile number would be required to activate registration.

LOGIN

UAN: 100018336042
Password: [masked]
Sign In

[Forgot Login?](#) [Activate your UAN](#)

ADVANTAGES OF REGISTRATION

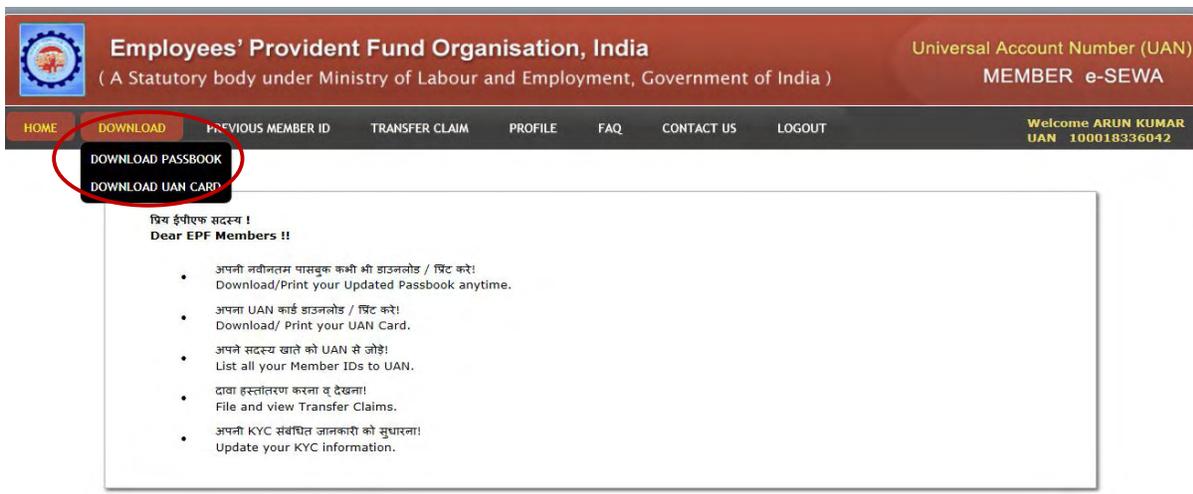
- अपनी नवीनतम पासबुक कभी भी डाउनलोड / प्रिंट करें।
Download/Print your Updated Passbook anytime.
- अपना UAN कार्ड डाउनलोड / प्रिंट करें।
Download/ Print your UAN Card.
- अपने सदस्य खाते को UAN से जोड़ें।
List all your Member IDs to UAN.
- दावा इस्तानाफ करना व् देखना।
File and view Transfer Claims.

Sign in with correct username (i.e. your UAN) and password will enable the user to switch to next screen which will appear as below:-



The screen above, address member by member's name and UAN on the R.H.S. and displays instructions alongwith information and facilitates members to Download Passbook/UAN Card, List Previous Member ID/View Linking Status, File Transfer Claim/View Transfer Claim Status/System Generated Transfer Claim Status, Edit Mobile Number/Edit Email ID/Update KYC Information/Change Password/Edit Personal Details, View FAQ, Helpdesk email id, Helpdesk number, EPFO Website and Logout.

Download button facilitates member to download passbook and UAN Card.



When member selects an option 'Download Passbook' following screen will appear showing the Member Passbook. There is a radio button 'Download Passbook' on the RHS on top of the screen which enables member to download the pdf of passbook.

सदस्य पासबुक
Member Passbook

[Download Passbook](#)



कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees Provident Fund Organisation (Ministry of Labour & Employment, Govt. of India)

सदस्य पासबुक/Member Passbook

अंतिम बार अद्यतन
किया गया 06-08-2014 12:00:00
Last Updated :

सदस्य कोड संख्या Member ID	सदस्य का नाम Member Name	पिता/पति का नाम Father/Husband Name	जन्म तिथि Date Of Birth	संस्था में शामिल होने की तिथि Date of Joining
DSNHP0019639000000089	ARUN KUMAR		01-FEB-1983	
संस्थान कोड संख्या Establishment ID	संस्थान का नाम Establishment Name	सम्बंधित कार्यालय Concerned with		
DSNHP0019639000	YANTRIKA INSTRUMENTS PVT L;TD	(RO)DELHI (SOUTH)		
अंतिम शेष (₹) Closing Balance(Rs.)	कर्मचारी अंश Employee Share	24407	नियोक्ता अंश Employer Share	7479
		जमा धन Deposit	निकासी Withdrawals	

The pdf of passbook will appear as below:-



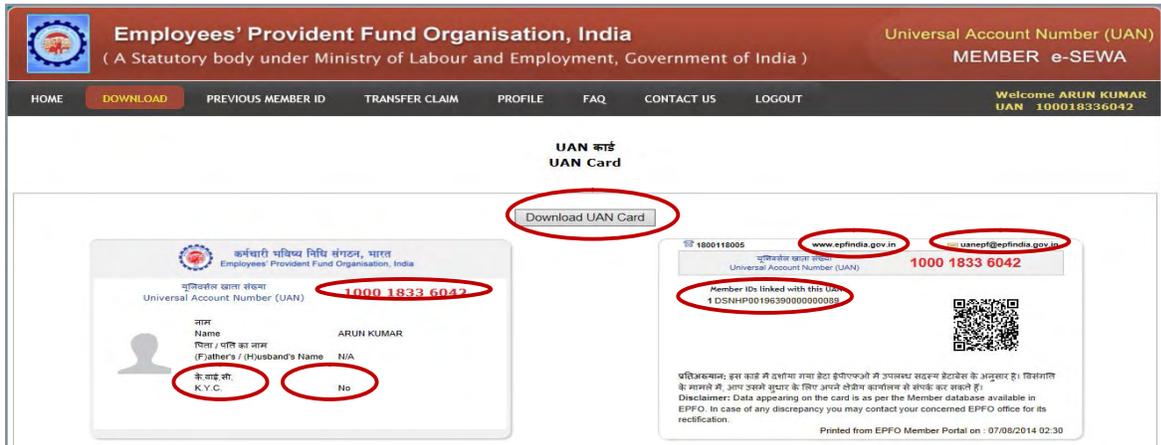
कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees Provident Fund Organization (Ministry of Labour & Employment, Govt. of India)

स्थापना आईडी / नाम Establishment ID/Name	DSNHP0019639000 / YANTRIKA INSTRUMENTS PVT L;TD	कर्मचारी शेयर Employee Share	24407
सदस्य आईडी / नाम Member ID/Name	DSNHP00196390000000089 / ARUN KUMAR	नियोक्ता शेयर Employer Share	7479
कार्यालय का नाम Office Name	(RO)DELHI (SOUTH)		

विवरण Particulars	जमा Deposit		निकासी Withdrawal	
	कर्मचारी शेयर Employee Share	नियोक्ता शेयर Employer Share	कर्मचारी शेयर Employee Share	कर्मचारी शेयर Employer Share
Opening Balance Interest Updated upto 31/03/2011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 042011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 052011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 062011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 072011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 082011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 092011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 102011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 112011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 122011	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 012012	0	0		
Contribution Ref No.-DSNHP1408120473 for the month 022012	412	126		
Contribution Ref No.-DSNHP1408120473 for the month 032012	780	239		
Interest Updated upto 31/03/2012	3	1		

The following screen shows front and back side of the member's UAN Card. Download UAN Card option is given on this screen which provides PDF format of the same. Front portion of the UAN Card displays UAN, Name, Father's/Husband's Name, Member-ID, (as available in the EPFO member database) Photo and KYC. Back side of the Member's UAN card displays latest five Member-IDs linked with this UAN alongwith helpdesk no. and email-id. If KYC of this member is uploaded by the employer, it will reflect on the front side of the UAN card by displaying 'Yes' in front of KYC. In case of non availability of KYC, it will always reflect 'No' in front of KYC on the UAN Card.



PDF of UAN Card will look like as below:-



Previous Member ID allows member to list previous member id as well as view linking status.

The idea is to list multiple Member Identification Numbers (Member Id) allotted to a single member under single Universal Account Number. This will help the member to view details of all the Member Identification Numbers (Member Id) and further enable to check the eligibility for online transfer claim through the options 'List Previous Member ID' and 'View Status' from the Menu 'Previous Member ID'. In future there is no need to list the member ids as it will be linked automatically on the basis of Form-11 information. Member needs to disclose his/her UAN/Previous Member ID to the new employer through Form-11.

Member can feed the details of his/her previous member id to be linked with UAN. The name in the previous member id should match with the name of current member id. Otherwise, system will not allow the member to link the previous member id with UAN. The screen below shows the details of the previous member id to be linked with UAN. Member has to tick the check box which says that the information displayed is correct and member account belongs to him/her and submit. Once member press the button 'Submit', he/she will be asked to ensure through the message. If he/she is sure, can press ok. Otherwise, he/she can cancel it.

सदस्य का नाम Member's Name	संस्थान का नाम Establishment's Name	संस्थान में शामिल होने की तिथि Date of Joining	निर्गत तिथि Date of Exit
ARUN KUMAR	A K MANPOWER PRIVATE LIMITED	17-01-2013	N/A

When 'OK' is pressed by the member, following screen will appear informing you that information fed in by you is successfully saved. To link more previous ids, you can again select the state, office, feed member id and get the details.

Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour and Employment, Government of India)

Universal Account Number (UAN)
MEMBER e-SEWA

HOME DOWNLOAD PREVIOUS MEMBER ID TRANSFER CLAIM PROFILE FAQ CONTACT US LOGOUT Welcome ARUN KUMAR UAN 100018336042

अपने पिछले खाता संख्याओं को सूचीबद्ध करें
List Your Previous Member ID

Information Successfully Saved

Select the state * : -- Select State -- -Select Office-
 GET DETAILS

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. @2014, System powered by TCIL and VSPL

Member can check status by selecting 'View Status' from 'Previous Member ID'. Member can also check eligibility for online transfer claim by selecting current member id on the top and pressing the button 'Check Eligibility' against the previous member id. The same is shown in following screenshot :-

Employees' Provident Fund Organisation, India
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Universal Account Number (UAN)
MEMBER e-SEWA

HOME DOWNLOAD PREVIOUS MEMBER ID TRANSFER CLAIM PROFILE FAQ CONTACT US LOGOUT Welcome ARUN KUMAR UAN 100018336042

पिछले खाता संख्याओं की स्थिति
Status of previous Member ID's

सदस्य से अनुरोध है कि नीचे सूची बद्ध खाता संख्याओं को वर्तमान खाते में हस्तांतरित कराने हेतु OTCP Portal या सम्बंधित कार्यालय को दावा प्रेषित करें।
Member is encouraged to immediately apply for transfer of accounts listed below through the OTCP portal or physical claim.

Choose Your Current Member Id: DSNHP0019639000000089

क्रम सं. SL.No	सदस्य का नाम MEMBER'S NAME	संस्थान का नाम ESTABLISHMENT'S NAME	पुर्वे खाता संख्या PREVIOUS MEMBER-ID	शामिल / निर्गत तिथि DOJ / DOE	स्थिति STATUS	टिप्पणी REMARKS
1	ARUN KUMAR	A K MANPOWER PRIVATE LIMITED	DLCPM00275370000039645	DOJ: 17-01-2013 DOE:NA	List By Member	Check Eligibility Eligible for online transfer claim.
2	ARUN KUMAR	YANTRIKA INSTRUMENTS PVT L;TD	DSNHP00196390000000089	DOJ: NA DOE:NA	Linked by Employer	Check Eligibility

The next facility to be given to member is to transfer claim online through this portal. This activity is under progress at EPFO, and will soon be activated.

Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour and Employment, Government of India)

Universal Account Number (UAN)
MEMBER e-SEWA

HOME DOWNLOAD PREVIOUS MEMBER ID **TRANSFER CLAIM** PROFILE FAQ CONTACT US LOGOUT

Welcome ARUN KUMAR
UAN 100018336042

FILE TRANSFER CLAIM
VIEW TRANSFER CLAIM STATUS
SYSTEM GENERATED TRANSFER CLAIM STATUS

प्रिय ईपीएफ सदस्य !
Dear EPF Members !!

- अपनी नवीनतम पासबुक कभी भी डाउनलोड / प्रिंट करें!
Download/Print your Updated Passbook anytime.
- अपना UAN कार्ड डाउनलोड / प्रिंट करें!
Download/ Print your UAN Card.
- अपने सदस्य खाते को UAN से जोड़ें!
List all your Member IDs to UAN.
- दावा हस्तांतरण करना व् देखना!
File and view Transfer Claims.
- अपनी KYC संबंधित जानकारी को सुधारना!
Update your KYC information.

Member has an option in 'Profile' to edit mobile number, email-id, update KYC information, change password and edit personal details. This can be clearly seen in following screenshot:

Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour and Employment, Government of India)

Universal Account Number (UAN)
MEMBER e-SEWA

HOME DOWNLOAD PREVIOUS MEMBER ID TRANSFER CLAIM **PROFILE** FAQ CONTACT US LOGOUT

Welcome ARUN KUMAR
UAN 100018336042

EDIT MOBILE NUMBER
EDIT EMAIL ID
UPDATE KYC INFORMATION
CHANGE PASSWORD
EDIT PERSONAL DETAIL

प्रिय ईपीएफ सदस्य !
Dear EPF Members !!

- अपनी नवीनतम पासबुक कभी भी डाउनलोड / प्रिंट करें!
Download/Print your Updated Passbook anytime.
- अपना UAN कार्ड डाउनलोड / प्रिंट करें!
Download/ Print your UAN Card.
- अपने सदस्य खाते को UAN से जोड़ें!
List all your Member IDs to UAN.
- दावा हस्तांतरण करना व् देखना!
File and view Transfer Claims.
- अपनी KYC संबंधित जानकारी को सुधारना!
Update your KYC information.

Following screen allows member to edit his/her mobile no. After feeding the required details, member has to get pin on the new number, feed the pin and submit as below:

Following message will come on the screen after submit button is pressed. One sms on your new number will also come informing you that you have successfully changed your mobile number on (date) on UAN driven member portal and your new number is against UAN.....

Member can also edit email id through an option given in Profile. First of all member has to verify his/her primary email id. If it is not verified, he/she will have to click on the button 'Resend Verification Link' to send a verification mail to his/her primary email id. Then member has to go to inbox of his/her email and click on the verification link to activate his/her mail id.

ईमेल में परिवर्तन
Edit Email ID

You have not yet verified your Primary e-mail id !!

Please click on the button below to send a verification mail to your Primary e-mail ID. Then go to inbox of your email and click on the verification link to activate your mail id.

Current Email Id: monster73@gmail.com **RESEND VERIFICATION LINK**

New Email Id: Submit

After pressing the link to resend verification link, following screen will appear :


Employees' Provident Fund Organisation, India
 (A Statutory body under Ministry of Labour and Employment, Government of India)

 Universal Account Number (UAN)
MEMBER e-SEWA

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 Welcome ARUN KUMAR
 UAN 100018336042

ईमेल में परिवर्तन
Edit Email ID

An Email has been sent to your Email-id monster73@gmail.com with an activation link. Kindly open your inbox and click on the activation link to update your email in the system. In case you do not find the mail in your inbox, kindly check spam/junk mail folder.

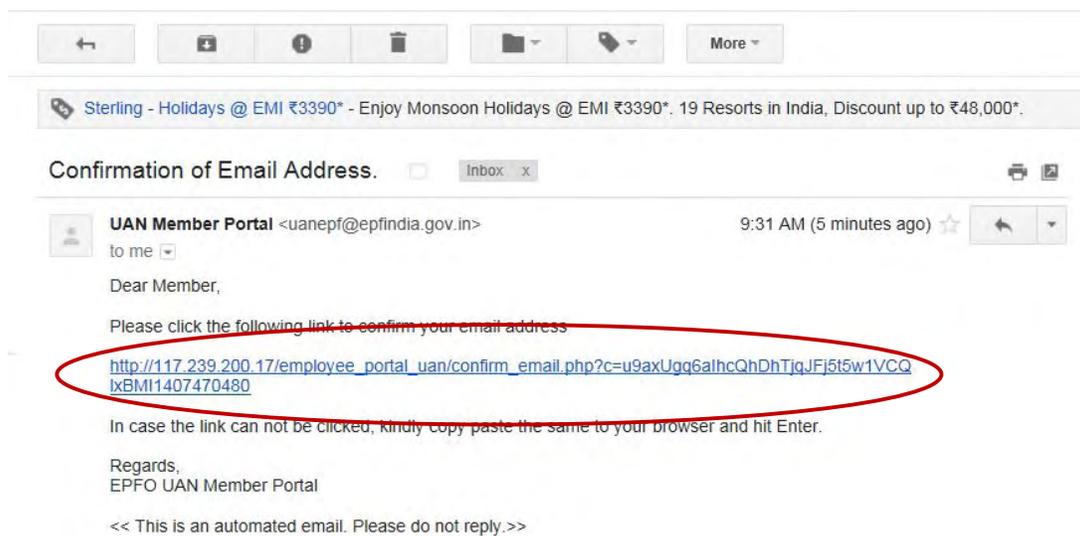
You have not yet verified your Primary e-mail id !!

Please click on the button below to send a verification mail to your Primary e-mail ID. Then go to inbox of your email and click on the verification link to activate your mail id.

Current Email Id: monster73@gmail.com **RESEND VERIFICATION LINK**

New Email Id: Submit

Now member has to open inbox and click on the activation link to update email in the system. In case, member does not find the mail in his/her inbox, he/she will have to check spam/junk mail folder. Following link is given on email:-



On pressing the link given in email, following message will appear:-



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UAN MEMBER PORTAL

Your email address is confirmed.

Now go to 'Profile Menu' again and select the option 'Edit Email ID'. You will be taken to the following screen wherein you have to enter the new email id as below:-



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Welcome ARUN KUMAR
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ईमेल में परिवर्तन
Edit Email ID

Current Email Id: monster73@gmail.com

New Email Id:

After submitting above, you will be given the following message :-



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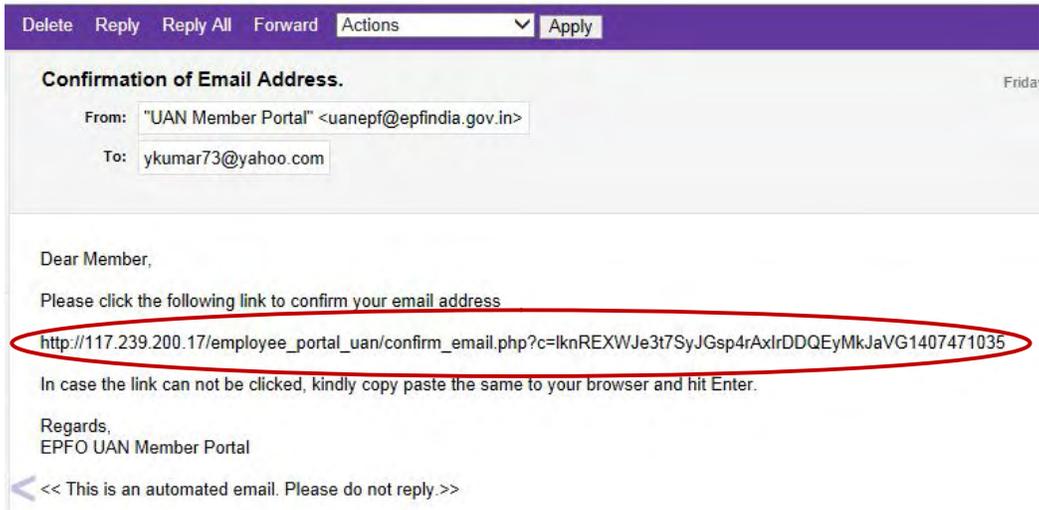
ईमेल में परिवर्तन
Edit Email ID

An Email has been sent to your Email-id ykumar73@yahoo.com with an activation link. Kindly open your inbox and click on the activation link to update your email in the system. In case you do not find the mail in your inbox, kindly check spam/junk mail folder.

Current Email Id: monster73@gmail.com

New Email Id:

Now open your new email id first and see the link sent by EPFO as shown below:-



On clicking the link, you will be given the following message:-



Again go to Profile Menu and select Edit Email ID. Your current member id will be shown as the one which you have currently updated. The screenshot is as under:-



Member can update his KYC from this portal only. He/she will have to select an option 'Update KYC Information' from the Profile Menu. The screenshot of Update Your KYC Detail is as under:



अपनी KYC संबंधित जानकारी को सुधारे!
Update your KYC Detail

सूचना प्रणाली से उपयुक्त अधिकारियों से सत्यापित किया जाएगा और जानकारी एसएमएस पर आप के लिए प्रदान किया जाएगा.
The information shall be verified from appropriate authorities by the system and information shall be provided to you over SMS.

*नोट: फाइलों के प्रकार jpg,gif,png,pdf को अपलोड किया जा सकता है. अधिकतम फाइल का आकार 300KB है .
*Note: files of type jpg,gif,png,pdf can be uploaded. Maximum file Size is upto 300 KB

UPDATE KYC INFORMATION	
Select your KYC	Select KYC
Current Member id	DSNHP0019639000000089

There are 8 types of KYC Documents given in the scroll bar. User has to select from scroll bar only.

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अपनी KYC संबंधित जानकारी को सुधारे!
Update your KYC Detail

सूचना प्रणाली से उपयुक्त अधिकारियों से सत्यापित किया जाएगा और जानकारी एसएमएस पर आप के लिए प्रदान किया जाएगा.
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*Note: files of type jpg,gif,png,pdf can be uploaded. Maximum file Size is upto 300 KB

UPDATE KYC INFORMATION	
Select your KYC	<div style="border: 1px solid black; padding: 2px;"> Select KYC Permanent Account Number AADHAAR Ration Card Passport Driving License Election Card Bank Account Number / IFSC National Population Register </div>
Current Member id	

First of all, user has to select the type of document from the scroll bar as shown above in the screen, feed the document no., name as on document and attach the scanned copy of that particular document. Then member has to press 'Upload and Save' button on the RHS.

UAN 100018336042

अपनी KYC संबंधित जानकारी को सुधारे!
Update your KYC Detail

सूचना प्रणाली से उपयुक्त अधिकारियों से सत्यापित किया जाएगा और जानकारी एसएमएस पर आप के लिए प्रदान किया जाएगा.
The information shall be verified from appropriate authorities by the system and information shall be provided to you over SMS.

*नोट: फाइलों के प्रकार jpg,gif,png,pdf को अपलोड किया जा सकता है. अधिकतम फाइल का आकार 300KB है .
*Note: files of type jpg,gif,png,pdf can be uploaded. Maximum file Size is upto 300 KB

UPDATE KYC INFORMATION				
Select your KYC	AADHAAR			
Current Member id	DSNHP0019639000000089			

ADD YOUR ADHAAR INFORMATION				
Document	Name as on document	Document number	Upload Scanned document	Action
Aadhaar Card	ARON KUMAR	252869528915	D:\UAN\testing\KYC\Scan Browse... <small>Attested copy of Adhaar</small>	Upload and Save

The scanned document should be in format .jpg/.gif/.png/.pdf and should not exceed 300 kb size. Once you press the button 'Upload and Save', you will be given the following message:-

अपनी KYC संबंधित जानकारी को सुधारे!
Update your KYC Detail

सूचना प्रणाली से उपयुक्त अधिकारियों से सत्यापित किया जाएगा और जानकारी एसरमएस पर आप के लिए प्रदान किया जाएगा.
The information shall be verified from appropriate authorities by the system and information shall be provided to you over SMS.

*नोट: फाइलों के प्रकार jpg,gif,png,pdf को अपलोड किया जा सकता है. अधिकतम फाइल का आकार 300KB है .

*Note: files of type jpg,gif,png,pdf can be uploaded. Maximum file Size is upto 300 KB

Your detail has been saved

UPDATE KYC INFORMATION	
Select your KYC	Select KYC
Current Member id	DSNHP00196390000000089

The uploaded KYC document by the member will be approved by employer till then status of KYC will be shown as "Pending".

Member can change his/her password through the option 'Change Password' from the Profile menu.



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Change Password

Old Password*:	<input type="password"/>
New Password*:	<input type="password"/>
Confirm New Password*:	<input type="password"/>

*Password should be alphanumeric, have minimum 1 special character and 8 to 25 characters long.
(Special characters are one of !@#%&'&*)

Member can see 'Frequently Asked Questions' in FAQ menu.

There is also an option 'Edit Personal Detail' which will enable the member to update his/her educational qualification, gender, marital status and member can select the correct option of Physically Handicap, Category(PH) & International Worker. Member has to select the options from the scroll bars given against each head.



EDIT YOUR PERSONAL DETAIL

Educational Qualification	Physically Handicap	Physically Handicap Category	Gender	International Worker	Marital Status
Select Illiterate Non-Metric Metric Senior Secondary Graduate Post Graduate Doctorate	Select	Select	Select	Select	Select
Submit					

The option 'Contact us' provides the following information like helpdesk email id, helpdesk number EPFO website etc. Links have been given to contact the required links e.g. there is a link given to view EPFO Directory also:-

हमसे संपर्क करें
Contact US

In case of any difficulty related to the UAN Member Portal, kindly contact through the following modes:



Send E-mail to help desk - uanepf@epfindia.gov.in



Help Desk : 1800 11 8005



Website : www.epfindia.gov.in



Contact EPFO Regional/Sub Regional Office under which your establishment is complying- [View EPFO Directory](#)
