

Employee's Provident Fund Organisation

Process flow for Online Request for Correction in Name, Date of Birth and Gender

It has been seen that many EPF members are facing problem in seeding Aadhaar with their UAN as there is mismatch in Name, DOB or Gender between Aadhaar data and UAN data. Presently member and employer are required to give joint request to concerned EPFO field office for correction in basic details. Now this request can be given online by member and in turn employer can online forward the request to concerned EPFO office.

Step by step process flow for this functionality is given below:

Step 1: Member will login through his UAN/Password on Member Interface of Unified Portal

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

The screenshot shows the 'MEMBER e-SEWA' login interface. At the top, it displays the EPF logo and the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The header also shows the 'Universal Account Number (UAN)' and 'MEMBER e-SEWA'. Below the header, there is a 'Dear EPF Members !!' section with a list of services: 'Member Passbook service is available at www.epfindia.gov.in [Our Services >> For Employees >> Member Passbook]', 'Aadhaar Based Online Claim Submission', 'Seeded Aadhaar against activated UAN is mandatory for online claim submission.', and 'Other frequently used services are available at www.epfindia.gov.in'. To the right, there is a login form with fields for 'UAN', 'Password', and 'Captcha'. Below the password field is a 'Sign in' button and a 'Reset' button. There is also a 'Forgot Password' link. Below the login form, there is a 'Benefits of Registration' section with a list of benefits: 'Download/Print your Updated Passbook anytime.', 'Download/ Print your UAN Card.', and 'Update your KYC information.'. To the right of this section is a 'NOTE' box with the following text: 'Members with authenticated Aadhaar and Bank details seeded against their UAN can now submit their EPF Withdrawal/Settlement/Transfer claims online.', 'One mobile number can be used for one registration only.', and 'A member can view the passbooks of the EPF accounts'. To the right of the note is an 'Important Links' section with a list of links: 'Activate UAN', 'Know your UAN status', and 'UAN Allotment'.

Step 2: Click on "Manage>Modify Basic Details".

The screenshot shows the 'Member Profile' page. At the top, it displays the EPF logo and the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The header also shows the 'Universal Account Number (UAN)' and 'MEMBER e-SEWA'. Below the header, there is a 'Manage' dropdown menu with options: 'CONTACT DETAILS', 'KYC', and 'MODIFY BASIC DETAILS'. To the right of the dropdown menu is a 'Member Profile' section with a list of details: 'UAN', 'Name', 'Birth Date', 'Gender', 'Mobile No.', 'E-mail', 'Last Updated', and 'Password Change Date'. Below the 'Member Profile' section is an 'Alert' section. At the bottom right, there is a 'Clipboard' section with the text: '15 of 24 Clipboard Item not Collected: Delete items to increase available space'.

Step 3: Please provide the correct details as per Aadhaar (System will verify the details entered with UIDAI- Aadhaar Data)

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PANDEY

Home View Manage Account Online Services

Modify Basic Details

N version 13 Please Enter Aadhaar no.:	Not Available	63-11-1985
Details As per UAN		Changes requested**
Name:	SATISH CHANDRA PANDEY	HASIN CHANDRA PANDEY
Date of Birth:	23/11/85	01/11/87
Gender:	Male	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Is Establishment Closed?:	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Select Employer:	MADHUKOATS LTD. (PSNHR000005000)	
<button>Update Details</button>		

**Note: Changes requested should be as per Aadhaar

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Step 4: On clicking “Update Details” on previous screen, request will be submitted to employer for further approval. Before submission by employer, employee can withdraw the request by pressing “Delete Request”

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UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PANDEY

Home View Manage Account Online Services

Pending requests

Reference Number	Establishment Name	Details	Present Status	Action
2	MADHUKOATS LTD.	View	Pending at employer	Delete request

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Step 5: Employer will login to Employer Interface of Unified Portal

<https://unifiedportal-emp.epfindia.gov.in/epfo/>

The screenshot shows the EPFO India homepage. At the top, there's a header with the Government of India logo, the EPFO logo, and the text "Employees' Provident Fund Organisation, India" and "Ministry of Labour & Employment, Government of India". Below this is a large banner image showing silhouettes of people in various professions. To the right of the banner is a "Instructions" box with three points: 1. Please create your permanent login id and password of your choice after the first login. 2. In case you have forgotten the password/login id, use Forgot Password link to get the same through SMS on your registered mobile number. 3. In case your account is locked due to repeated use of wrong password, use Unlock account link. To the right of the instructions is a "Establishment Sign In" box with fields for "Establishment Id" and "Password", and buttons for "Sign In" and "Reset". Below the banner is a "Welcome Employers!!" box with the text "Following frequently used services are available at www.epfindia.gov.in". To the right of this is an "Important Links" box with a link for "Application for Employer Registration". To the right of that is a "What's New" box with the text "The ECR format has been revised and it will be available from 1st October 2017 without the erstwhile member id. Please get the new format to increase available space".


Step 6: Employer can view the change requests submitted by employees by clicking on "Member>Details Change Request"

The screenshot shows the EPFO India Employer Interface. At the top, there's a header with the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA", and a "Welcome" message. Below the header is a navigation bar with tabs: Home, Member, Establishment, Payments, Dashboards, User, Admin, and Online Services. The "Member" tab is selected, and a dropdown menu is open showing options: MEMBER PROFILE, REGISTER-INDIVIDUAL, REGISTER-BULK, KYC-BULK, EXIT-BULK, APPROVALS, APPROVE MISSING DETAILS, AADHAAR VERIFICATION, PAN VERIFICATION, DETAILS CHANGE REQUEST, and DETAILS CHANGE REQUEST. The "DETAILS CHANGE REQUEST" option is highlighted. To the right of the menu is a "Employer Profile" box for "MADURA COATS LTD" with fields for Est. Id, PF, Pension, EDLI, Address, and PF Office. Below the profile is an "Online Services" box with fields for No. Of Pending Transfer Claims and Oldest Claim Pending Since. At the bottom, there's a "Show all" button.

Step 7: Employer can view the online requests received from employees and can thus take appropriate action by giving the proper remark.

[illegible]

Step 8: After approval of request, employer can see the latest status of request.

 **EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: mad [REDACTED] 13
Est. Id: DSN [REDACTED] 00 [REDACTED]
Name : MA [REDACTED]

employeefeedback@epfindia.gov.in | LogOut
Fri Nov 17, 2017 (SV 1.2.14)

Home Member Establishment Payments Dashboards User Admin Online Services

NO RECORDS FOUND

Requests Processed by Employer

Enter UAN: Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Status
1	10 [REDACTED] 04	DSN [REDACTED] 00	HARSH VARDHAN KAUSHIK	Name:	HARSH VARDHAN KAUSHIK	HARSH VARDHAN KAUSHIK	Approved by employer -> Pending at field office
2	10 [REDACTED] 03	DSN [REDACTED] 02	SABHI CHANDRA PANDAY	Aadhaar:		62 [REDACTED]	Approved by employer -> Pending at field office
				Name:	SABHI CHANDRA PANDEY	HARSH VARDHAN KAUSHIK	
				DOB:	23-JAN-1985	01-JAN-1967	

Step 9: After approval of request by employer, request will appear as a task in login of Dealing Hand, of concerned EPFO office, in the Field Office Interface of Unified Portal.

Step 10: Dealing Hand can login and view the online change requests by clicking “Member>Details Change Request”

Step 11: After due verification Dealing Hand can submit his/her recommendations to Section Supervisor.

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome 105504 | fofeedback@epfindia.gov.in | Language : Hindi | English | Logout

Pending requests

Enter UAN: Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Remark**	Recommendation	Action	Choose case	Remarks
2	100...	DSN...	SATISH CHANDRA PANDEY	Aadhaar:		63...	May be approved	<input checked="" type="radio"/> Recommend for approval <input type="radio"/> Recommend for rejection	Submit	<input type="radio"/> Minor <input checked="" type="radio"/> Major	--

**Note: Please submit remark for rejecting

Processed Requests

The Dealing Assistant can put the case either for Approval or Rejection by selecting the appropriate radio button i.e. Recommended for Approval or Recommended for Rejection with proper remarks.

In the same manner Section Supervisor can submit his/her recommendations to APFC/RPFC.

Step 12: Finally APFC/RPFC can Approve/Reject the case.

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MEMBER Admin

Pending requests

Enter UAN: Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Remark**	Recommendation	Action	Choose case	Remarks
2	100...	DSN...	SATISH CHANDRA PANDEY	Aadhaar:		63...		<input checked="" type="radio"/> Recommend for approval <input type="radio"/> Recommend for rejection	Approve Reject	<input type="radio"/> Minor <input checked="" type="radio"/> Major	DA : May be approved SS : may be approved

**Note: Please submit remark for rejecting