Employee's Provident Fund Organisation

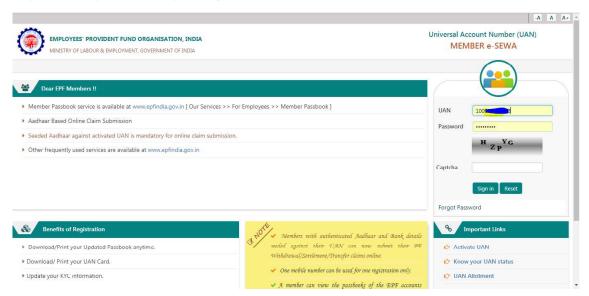
Process flow for Online Request for Correction in Name, Date of Birth and Gender

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.

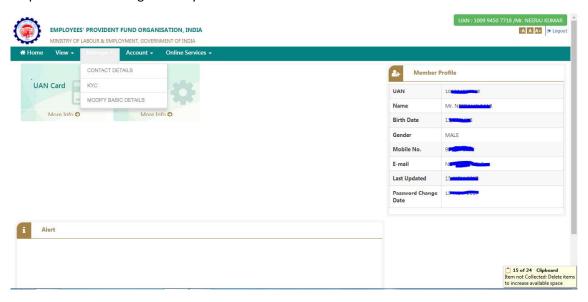
Step by step process flow for this functionality is given below:

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

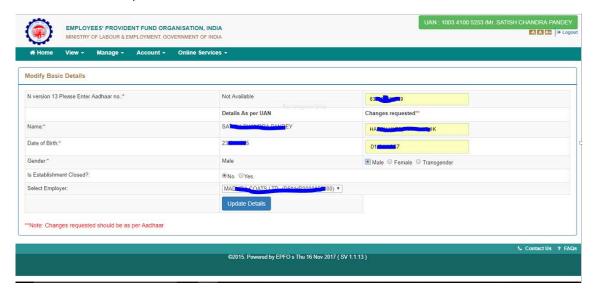
https://unifiedportal-mem.epfindia.gov.in/memberinterface/



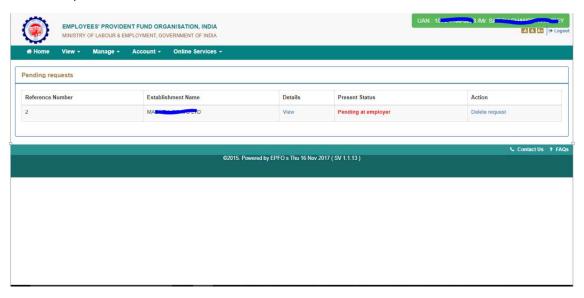
Step 2: Click on "Manage>Modify Basic Details".



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



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"

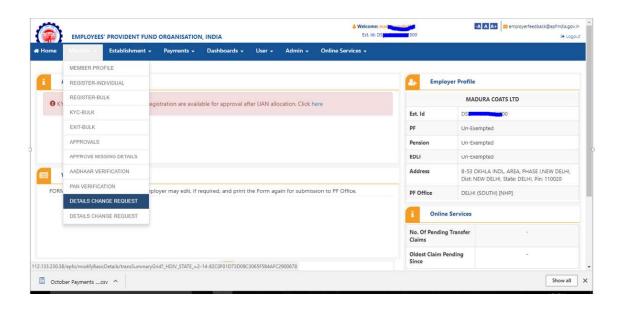


Step 5: Employer will login to Employer Interface of Unified Portal

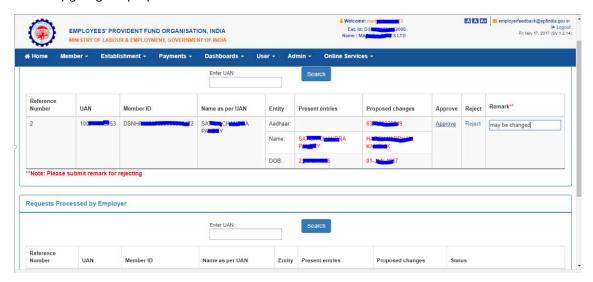
https://unifiedportal-emp.epfindia.gov.in/epfo/



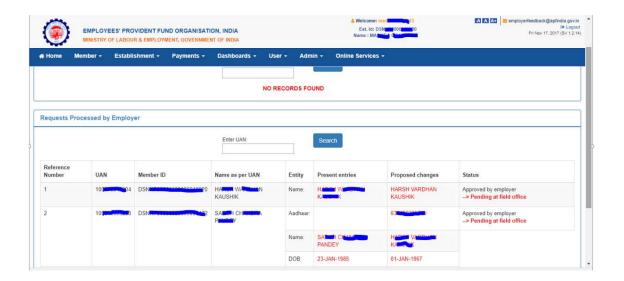
Step 6: Employer can view the change requests submitted by employees by clicking on "Member>Details Change Request"



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



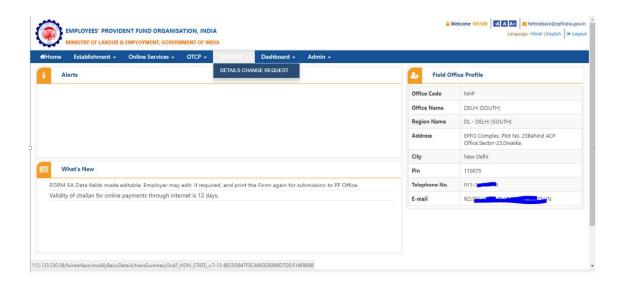
Step 8: After approval of request, employer can see the latest status of request.



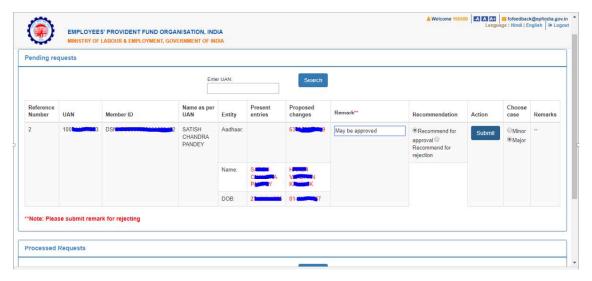
Step 9: After approval of request by employer, request will appear as a task in login of Dealing Hand, of concerned EPFO office, in the Field Office Interface of Unified Portal.



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.



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.

