Procedure of Linking Aadhaar with UAN

Cases where Members Name, Date of Birth, Gender in UAN and Aadhaar are exactly matching

Employer should link UAN with Aadhar in the following two Procedures

1. Login to Employer portal where ECR is prepared
   Go to Member in the Scroll Bar
   Click on Member Profile
   Enter the UAN Number, Click on KYC Scroll Bar
   Fill the Aadhaar, Bank, PAN details of Member and press Submit
   Click on Approvals in the Scroll Bar, Approve the KYC with
   Digital Signature of the employer

2. **Bulk text file uploading by Employer:**
   Employer can link UAN with aadhaar, Bank, PAN by preparing Text file and upload through Employer login ie https://unifiedportal-emp.epfindia.gov.in/epfo/
   1. Go to Members
   2. Select KYC Bulk
   3. Prepare the text file as per the format mentioned in the "Help file" which is shown on Right side of the screen.
   4. Select the Approvals after uploading the Text file
   5. Approve the KYC file with Digital Signature of Employer

Name, Date of Birth, Gender are different in UAN and Aadhaar

In this two types of Issues are found
   I. Where Member knows his Username and Password or having Mobile Number which is activated
   II. Member lost his mobile and Forgotten his password.

I.   Procedure for Members who knows his Username and Password or having Mobile Number which is activated

Modify Basic Details through member login :

If any change in name / Date of Birth of member comparing with Aadhaar Provision is made in member login through "Modify Basic Details".   The steps involved in this provision are

1.   Member can login to Unified portal https://Unifiedportal-mem.epfindia.gov.in/memberinterface/ with his username password and can update his details through Manage>"Basic Details" which will be verified with UIDAI site, if any change of Date of Birth the provision for uploading Necessary documents is provided in the login.
2.   In the Employer login ie https://unifiedportal-emp.epfindia.gov.in/epfo/ after entering Username and Password go to Member>>"Basic Details Change Request" approve the Submissions by member with Digital Signature which will further forwarded to Field office (Respective EPFO Regional Office)
3.   Field office will approve the data from DA login, SS login and APFC/RPFC login if found correct.

After the procedure name/DOB will be Changed along with Aadhaar Card linking.

II.   Procedure to Link Aadhar for the Member who lost his mobile and Forgotten his password.

These members Aadhaar linking can be done only after submitting Physical Form of Name/DOB change request with necessary Documents duly signed by Employer to the PF Office.

After Corrections in the UAN from the PF Office, Employer can Upload the Aadhar of the Member through Employer Login and should approve the same with Digital Signature.

PROCEDURE TO CHANGE MOBILE NUMBER FOR MEMBERS WHO ACTIVATED UAN AND LOST MOBILE AND FORGOTTEN PASSWORD

(PRE REQUISITE AADHAAR OR PAN CARD TO BE LINKED TO UAN)

If Aadhaar card or Pan card is linked to UAN then only
mobile number can be changed.

Go to https://unifiedportal-mem.epfindia.gov.in/memberinterface/
click on link "Forgot Password"

Enter the UAN Number and Captcha
Click on "No"
System asks the Name and Date of Birth

(Enter the Name and Date of Birth as per UAN/Aadhaar)

After the Name and Date of Birth found Correct System
prompts for Aadhaar Number or Pan Number

Enter the Aadhaar Number or pan Number linked to UAN

If found correct system Prompts for New Mobile number

Enter the New Mobile an OTP(One time password) will be sent to New Mob No.

After Entering the OTP System prompt for New Password

Enter the New Password as per (minimum Eight Characters,
One Capital alphabet, One small alphabet, Numeric, Special
character to be entered)

HOW TO FILE e-NOMINATION

(Only Aadhaar verified UAN holders can file e-nomination)

(Facility is available only from the UAN based login of the member)

Before you start ensure the following:

In your profile section:

Availability of all these details is mandatory:

(Since Aadhaar verification is a pre-condition, it means that Name, Date of Birth and Gender of the member against UAN is verified against his/ her Aadhaar)

Sl No	Data	Action if not available	Action if available but wrong
1	Father's Name	By Employer	A joint request for correction initiated by member which is authenticated by employer should be sent to EPFO for correction
2	Marital Status	By member	By member
3	Date of joining	By employer	Request of employer to be forwarded to EPFO Office for correction
4	Photo of Member	By member	By member
5	Address	By member	By member

Once the profile part is updated the link for filing e-nomination will open. Before your start filing it is better to check the following. Keeping the required data will help in filing

You make a check list with data of family members as per the family defined in the Scheme: The list is as follows:

CHECK LIST BEFORE FILING e-NOMINATION

Sl No	Relationship	Whether you want to nominate for PF	Whether Aadhaar available	Whether photo available	Remarks
1	Dependent Father	Yes/ No	Yes/ No	Yes/ No	
2	Dependent Mother	Yes/ No	Yes/ No	Yes/ No	
3	Spouse	Yes/ No	Yes/ No	Yes/ No	**## Mandatory to add even if member does not want to make spouse nominee for PF**
4	Son(s)	Yes/ No	Yes/ No	Yes/ No	**Do**
5	Daughter(s)	Yes/ No	Yes/ No	Yes/ No	**Do**
6	Deceased son's Widow	Yes/ No	Yes/ No	Yes/ No	
7	Deceased son's son(s)	Yes/ No	Yes/ No	Yes/ No	
8	Deceased son's daughter(s)	Yes/ No	Yes/ No	Yes/ No	
9	Husband's Dependent Father	Yes/ No	Yes/ No	Yes/ No	**Only applicable for Female members**
10	Husband's Dependent Mother	Yes/ No	Yes/ No	Yes/ No	**Do**

Important Notes:

- If the member wants to nominate only a few family persons he should add those family members.
- ## In case the member is married and has spouse and children, he should add them even if he does not wish to nominate them under PF. Spouse and children are defined as family for Pension Fund. So their names should be added in the family list.
- Please keep the Aadhaar number and photo of the family member ready with you before you start filing.
- Guidelines for uploading photograph:
  The photo should be of max 100 KB size in jpeg format.
  It is advised that the clear image of the face should come in the photo uploaded.
- Only a member who is not married and is not having any of the family member as mentioned above may nominate any other person irrespective of relation for PF.
- Only a member not having spouse or children can nominate a person for Pension Contribution.
- In case there is no spouse and no children then only the Pension Nomination link will open and member can nominate one person.
  .

Step wise process:

- Add family members
- For each family member upload photo and enter Aadhaar. Aadhaar data is verified against the name, date of birth and gender of the family member entered by member. On successful verification only the family will be added.
- **Bank account is not mandatory**
- Once completed a pdf is generated and the pdf has to be e-signed by the member through his Aadhaar linked mobile OTP authentication.
- E-nominations that are only filed and pdf not e-signed will not be considered for action in the event to demise of the member. E-Nomination becomes complete only when the pdf is e-signed.
- A valid -nomination ensures that the family members can login through OTP on their Aadhaar linked mobile for filing online claim post death of the member.

How to change e-Nomination

- Member is eligible for changing the nomination at any point of time if he so wishes.
- He has to file a fresh nomination and e-sign the same. No editing of the previously e-signed nomination is possible.
- E-Sign of the fresh nomination will replace the nomination filed earlier with the fresh one.
- A member who has filed nomination as unmarried later gets married the earlier nomination becomes invalid. He has to file a fresh nomination after marriage.
- Members should try to update the nomination as and when there is a change in family due to new child birth, or death of a person in family. This will help the family to correctly get their dues.

Process to e-Sign

Click on E-sign link. After that a new page will be open. Select the checkbox.

On the next page, member have two options for Aadhaar Based e-Authentication.

- Aadhaar number
- Virtual ID

Enter Aadhaar number / Virtual id and press verify button. After that an OTP will be sent to member's Aadhaar-linked mobile number. On entering the OTP and then press submit button, nomination details will be saved in the database of EPFO.

Steps to generate 16-digit Virtual ID if the member wants to e-sign against the VID:

- Visit the UIDAI website at uidai.gov.in
- Click on '**Virtual ID (VID) Generator**' listed under Aadhaar Services
- Enter 12 digit Aadhaar number of member. Enter Captcha
- To get the OTP, click on '**Send OTP**' and enter the OTP received on member's registered mobile number
- It provides two options- to generate a new VID - retrieve the one you have already generated.
- Select one of the above options to receive the Aadhar Virtual ID[16- digit] on member's mobile number.
- If a member has already generated a VID and again clicks generate VID , he should enter the latest generated VID and not the one that was generated earlier.

- If the member enters the old VID but has already generated another one VID, the message will be from UIDAI stating that the VID entered has expired.