# **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/

		-A A A+
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA		Universal Account Number (UAN) MEMBER e-SEWA
Dear EPF Members !!		
Member Passbook service is available at www.epfindia.gov.in [ Our Service )	vices >> For Employees >> Member Passbook ]	UAN 100
Aadhaar Based Online Claim Submission	Password	
• Seeded Aadhaar against activated UAN is mandatory for online claim s	H VC	
• Other frequently used services are available at www.epfindia.gov.in		
		Captcha
		Sign in Reset
		Forgot Password
& Benefits of Registration	Members with authenticated Aadhaar and Bank deta	% Important Links
<ul> <li>Download/Print your Updated Passbook anytime.</li> </ul>	seeded against their VAN can now submit their @	🖅 🕝 Activate UAN
Download/ Print your UAN Card.	Withdrawal/Settlement/Transfer claims online.	🖒 Know your UAN status
Update your KYC information.	<ul> <li>One mobile number can be used for one registration only.</li> </ul>	👉 UAN Allotment
	✓ A member can view the passbooks of the EPF account	its

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

EMPLOYEES MINISTRY OF L	* PROVIDENT FUND ORGANI ABOUR & EMPLOYMENT, GOVERNI	SATION, INDIA MENT OF INDIA			UAN : 1009 9450	7718 /Mr. NEERAJ KUMAR
🖀 Home 🛛 View 🚽	Manage - Account -	Online Services -				
	CONTACT DETAILS			A Member F	Profile	
UAN Card	KYC			UAN	100004505008	
Ŀ	MODIFY BASIC DETAILS	345		Name	Mr. NEEDALIKUMAR	
More Info O	More In	fo 🖸		Birth Date	15,00,008	
				Gender	MALE	
				Mobile No.	9	
				E-mail	Neg - Sala	
				Last Updated	15	
				Password Change Date	15	
i Alert						
						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)

۲	EMPLOY MINISTRY	EES' PROVIDE OF LABOUR & EN	NT FUND ORG	ANISATION, INDI	A A	UAN : 1003 410	0 5253 /Mr. SATISH CHANDRA PANDEY
# Home	View -	Manage -	Account -	Online Service	S <b>*</b>		
Modify Basic	c Details						
N version 13 F	Please Enter	Aadhaar no.:*			Not Available	63	
					Details As per UAN	Changes requested**	
Name:*					SAT OLIVINODA DANDEY	НАСТИЧИСТВИИ	
Date of Birth:*					23	01	
Gender:*					Male	🖲 Male 🔍 Female 🔍 Transgender	
Is Establishme	ent Closed?:				●No ○Yes		
Select Employ	er:				MADYDA COATS LTD. (DSNHP000005000) *		
					Update Details		
**Note: Chang	jes requeste	ed should be as	per Aadhaar				
					©2015. Powered by EPFO s Thu 16 Nov 2017 ( SV 1.1.	13)	Contact Us ? FAQ

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"

۲	EMPLOY MINISTRY	EES' PROVIDE OF LABOUR & EI	ENT FUND ORG MPLOYMENT, GO	ANISATION, INDIA VERNMENT OF INDIA		l	UAN : 10	A Mr. SA CHANDS	EY ogout
🖶 Home	View -	Manage 🗸	Account -	Online Services -					
Pending req	uests								
Reference N	umber		Establis	hment Name	Details	Present Status		Action	
2			MAC	D	View	Pending at employer		Delete request	
				@2046_Deversed.by/FD	FO - Thu 40 New 2047 /	(0)(4,4,40)		Contact Us ? F	AQs
				©2015. Powered by EP	PO S THU 16 NOV 2017	(SV 1.1.13)			

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

Technical Help : 📞 18001-18005 (Toll Free) - Timing : 9:15 AM to 5:45 PM 🖂 Contact Us 🛛 A+ 🗛 🗛 🗗 🔽 🖆 nt of India Employees' Provident Fund Organisation, India Ministry of Labour & Employment, Government of India Please create your permanent login id and password of your choice after the first login. ▶ In case you have forgotten the 🔺 间 password/login id, use Forgot Password ..... link to get the same through SMS on your registered mobile number. Sign In 🗸 ▶ In case your account is locked due to repeated use of wrong password, use Forgot Password | Unlock Account Unlock account link. Employer Sign In What �s New Following frequently used services are available at The ECR format has been revised and it wil Item not Collected: Delete items Application for Employer Registration www.epfindia.gov.in without the erstwhile member id. Please st to increase available space

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"

	EMPLOYEES	PROVIDENT FUN	D ORGANISATION	, INDIA			& Welcome: mad Est. Id: DS	coatst 0	🗚 🗛 🔁 employerfeedback@epfindla.gov.in (& Logout
🖶 Home	Member -	Establishment 👻	Payments 👻	Dashboards 👻	User 🗸	Admin 🗸	Online Services +		
	MEMBER PRO	FILE						_	
i	REGISTER-INE	DIVIDUAL						🚑 Emp	ployer Profile
ө кү	REGISTER-BU	LK	gistration are availa	ble for approval aft	er UAN allo	cation. Click h	ere		MADURA COATS LTD
	KYC-BULK		J					Est. Id	DS
	EXIT-BULK							PF	Un-Exempted
	APPROVALS							Pension	Un-Exempted
	APPROVE MIS	SING DETAILS						EDLI	Un-Exempted
	AADHAAR VER	RIFICATION						Address	B-53 OKHLA INDL. AREA, PHASE I,NEW DELHI, Dist: NEW DELHI, State: DELHI, Pin: 110020
FORN	PAN VERIFICA		oloyer may edit, if re	equired, and print t	ne Form aga	in for submiss	ion to PF Office.	PF Office	DELHI (SOUTH) [NHP]
	DETAILS CHAN	IGE REQUEST						i Onli	ine Services
								No. Of Pendi Claims	ing Transfer -
112.133.230.38	/epfo/modifyBasic	Details/transSummary0	Grid? HDIV STATE =2-	14-82C0F01D73D09C	065F5B4AFC2	2900678		Oldest Claim Since	n Pending -
🔼 Octob	er Paymentsc	5V ^							Show all

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

۲	EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA     Est. Id: DS										
🖀 Home	Member -	Establi	shment -	Payments -	Dashboards -	User - Ad	dmin - Online Servic	es 🕶			
					Enter UAN:		Search				
Reference Number	UAN		Member ID		Name as per UAN	Entity	Present entries	Proposed changes	Approve	Reject	Remark**
2	100		DSNHR	22		Aadhaar:		63 63 49	Approve	Reject	may be changed
						Name:	SATION CHANDRA Patrony				
						DOB:	23	01-1057			
*Note: Pleas	se submit re	mark for r	ejecting								
Requests P	rocessed b	y Employ	er								
					Enter UAN:		Search				
Reference Number	UAN	I	Member ID		Name as per UAN	Entity	Present entries	Proposed changes	Stat	tus	

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

Home Mer	nber - Establi	ishment - Payments -	Dashboards - Us	ser - Adm	in - Online Services	•	
			NOF	RECORDS FO	DND		
equests Proce	essed by Employ	ver					
			Enter UAN:		Search		
Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Status
	1000000000000	DSN	0 HANGA WARDOWN KAUSHIK	Name:		HARSH VARDHAN KAUSHIK	Approved by employer> Pending at field office
	400	DSN	2 SATCH CHANGE	Aadhaar:		63	Approved by employer
	100		P Y				

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.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA	🛃 🕅 🔝 🥃 fofeedback@epfindla.gov.in Language : Hindi   English
A+ Welcome!!	🔶 Sign In
Admin Login	Username 105500
	Password
	T <sup>1</sup> AT 7
	Enter TIAT
	Sign in 🖌 🛛 Reset 🔊
	Forgot Password   Unlock Account
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Step 10: Dealing Hand can login and view the online change requests by clicking "Member>Details Change Request"

ome Establishment - Online Services - OTCP -	MEMBER - Dashboard - Admin -		
Alerts	DETAILS CHANGE REQUEST	E+ Field Of	fice Profile
		Office Code	NHP
		Office Name	DELHI (SOUTH)
		Region Name	DL - DELHI (SOUTH)
		Address	EPFO Complex, Plot No. 23Behind ACP Office,Sector-23,Dwarka,
		City	New Delhi
What's New		Pin	110075
ORM 5A Data fields made editable. Employer may edit, if requi	red, and print the Form again for submission to PF Office.	Telephone No.	011-2
alidity of challan for online payments through internet is 12 da	/5.	E-mail	RO.DELLI TUOCO OVIN

ending rea	quests										
			Ente	r 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 9	May be approved	Recommend for approval Recommend for rejection	Submit	⊖Minor ®Major	
				Name:	SATURA Charactera PANOTY						
				DOB:	21-00-005	01-0057					

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.

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MEMBER	- Admin -										
Pending rec	quests										
			Ente	er UAN:		Search					
Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Remark**	Recommendation	Action	Choose case	Remarks
2	10	DSN HER COMPANY	SATISH CHANDRA PANDEY	Aadhaar:		631090000719		Recommend for approval Recommend for rejection	Approve Reject	Minor	DA : May be approved SS : may
				Name:	SATION CHANNELA PANDARY	HATSH Valottan Katotak					be approved
				DOB:	2 <b>117-1</b> - 1185	0					
**Note: Pleas	se submit rema	rk for rejecting									