

Steps for UAN (Universal Account Number) Activation

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- 1) Enter 'https://unifiedportal-mem.epfindia.gov.in/memberinterface/' in browser to open EPFO member Portal.

The screenshot shows the EPFO Member Home page. The header includes the EPFO logo and the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The page title is 'Universal Account Number (UAN) MEMBER e-SEWA'. The main content area is divided into three sections: 'Dear EPF Members !!', 'Benefits of Registration', and 'Important Links'. The 'Dear EPF Members !!' section contains several bullet points about services and updates. The 'Benefits of Registration' section lists actions like downloading the passbook and updating KYC. The 'Important Links' section includes 'Activate UAN' and 'Know your UAN status'. A prominent yellow 'NOTE' box in the center contains 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. A member can view the passbook of the EPF accounts which has been seeded with UAN. The facility of passbook is not available for members of establishments having exemption under the EPF Scheme 1952.' The footer shows '©2015, Powered by EPFO Thu 27 Dec 2018 (PV 2.0.10)'.

- 2) Click on 'Activate UAN' link shown under 'Sign In' button. New page will open.

The screenshot shows the 'Activate Your Uan' form. The form is titled 'Activate Your Uan' and has a 'GO TO HOME' link. The form fields include: 'UAN' (with a dropdown for 'Select State' and 'Select Office'), 'Enter Member ID' (with fields for 'Region', 'Office', 'Ext Id', 'Ext. Ext.', and 'Member Id'), 'AADHAAR', 'PAN', 'Name *', 'Date of Birth *' (format DD/MM/YYYY), 'Mobile No. *', 'Email Id', and 'Captcha *'. There are 'Get Authorization Pin' and 'Back' buttons at the bottom of the form. The footer shows '©2015, Powered by EPFO Thu 27 Dec 2018 (PV 2.0.10)'.

- 3) Your **Universal Account Number**(UAN) number and Name as per UAN master will be shown in MSEB CPF Portal's 'My Profile' option. If the name shown in My Profile is your name then only enter UAN number and name in column 'Name*'. **If the name as per UAN shown in 'My Profile' of MSEB CPF Portal is completely different, DO NOT ACTIVATE UAN.** To view 'My Profile' in MSEB CPF Portal, employee must have been registered to MSEB CPF Portal as per CPF circular. Enter date of birth and **personal** Mobile Number and email ID. **DO NOT enter office mail id and office mobile no.**
- 4) Enter 'Captcha*' as seen in the screen when you open your screen. Click on '**Get Authorization Pin**'. If the details entered in the screen are correct and match with your details as in the EPFO system, OTP will be sent on your mobile number. If any mismatch occurs, OTP will not be sent and error will be displayed. Other errors may occur

while activation. Inform your HR department. HR must prepare list of all such employees with their details and error occurred and send to CPF section.

The screenshot shows the 'Activate Your Uan' form on the EPFO portal. The form includes fields for UAN, Name, Date of Birth, Mobile No., and Email Id. A disclaimer states: '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.' There is an 'I Agree' checkbox, an 'OTP Id' field with the value '3641', and an 'Enter OTP' field. At the bottom, there are two buttons: 'Validate OTP and Activate UAN' and 'Back'. The footer of the page includes '©2015. Powered by EPFO Thu 27 Dec 2018 (PV 2.0.10)' and links for 'Contact Us' and 'FAQs'.

- 5) Click on 'I Agree' box and then enter OTP received on mobile. OTP ID shown on screen is different from OTP received. Click on '**Validate OTP and Activate UAN**' button. If OTP is correct, message will be displayed as 'Your UAN is activated. The Password is sent to your registered mobile number' and password is sent on the given mobile no. Your activation of UAN number is completed.

The screenshot shows the EPFO portal after successful UAN activation. A green message box at the top states: 'Your UAN is activated. The Password is sent to your registered mobile number.' The page header includes the EPFO logo and 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The right side of the header shows 'Universal Account Number (UAN)' and 'MEMBER e-SEWA'. A 'GO TO HOME' link is visible below the header.

- 6) Then click on '**GO TO HOME**' to login to the EPFO site with your UAN number and password received on mobile and enter captcha and submit.
- 7) You can change password received. After login, select '**Account**' and then select '**CHANGE PASSWORD**' to change your password. Enter old password received on mobile no. Enter new password and submit.
- 8) Click on '**View**' and then click on '**PROFILE**'. Basically, name, **COMPLETE** date of birth and gender as per Aadhar must be correct and same should be seen in '**PROFILE**'. If anything wrong in Aadhar, first get the details on Aadhar card corrected by visiting nearest Aadhar centre. If the details on Aadhar are correct, then if any name or date of birth correction required in '**PROFILE**', click on '**Manage**' and click on '**MODIFY BASIC DETAILS**'. If your UAN Number is already linked(verified) with Aadhar Card, you cannot apply for correction in name and date of birth. **Enter the Aadhar Number(if not shown), correct name and date of birth and gender where asked as per**

Aadhar card only. Click on Update button. Your request will be visible by CPF section and after approval by CPF section will be pending with EPFO. After approved by EPFO, your name in UAN master will be updated and SMS will be sent to mobile no. Your correction for Name and date of birth will be accepted only if the details match with the details as in Aadhar database of central government. **For completely different name or change of name in case of female employees, employee need to submit Joint Declaration Form and online request may be rejected.** For Veej Sevaks, whose date of joining is wrong in 'PROFILE' they must also submit Joint declaration form separately to CPF section. Note that while applying for correction, errors may occur. The employee should report to their HR section. HR section must prepare such list separately as compared to Activate UAN errors. Joint declaration forms should be sent all at once only for complete name mismatch or change of name.

The screenshot shows the 'Member Home' interface of the Employees' Provident Fund Organisation, India. The user is logged in as ANIL KUMAR with UAN 100099430466. The 'Modify Basic Details' option is highlighted in the 'Manage' dropdown menu. The 'Member Profile' section on the right displays the following information:

UAN	100099430466
Name	ANIL KUMAR
Birth Date	15/01/1974
Gender	MALE
AADHAAR	---
PAN	---
Bank Account No.	Not Available
Mobile No.	98XXXXXX03
E-mail	ANXXXXXXXXX3@GMAIL.COM

An alert message at the bottom states: "Passbook is available at www.epfindia.gov.in >> Our Services >> For Employees >> Member Passbook".

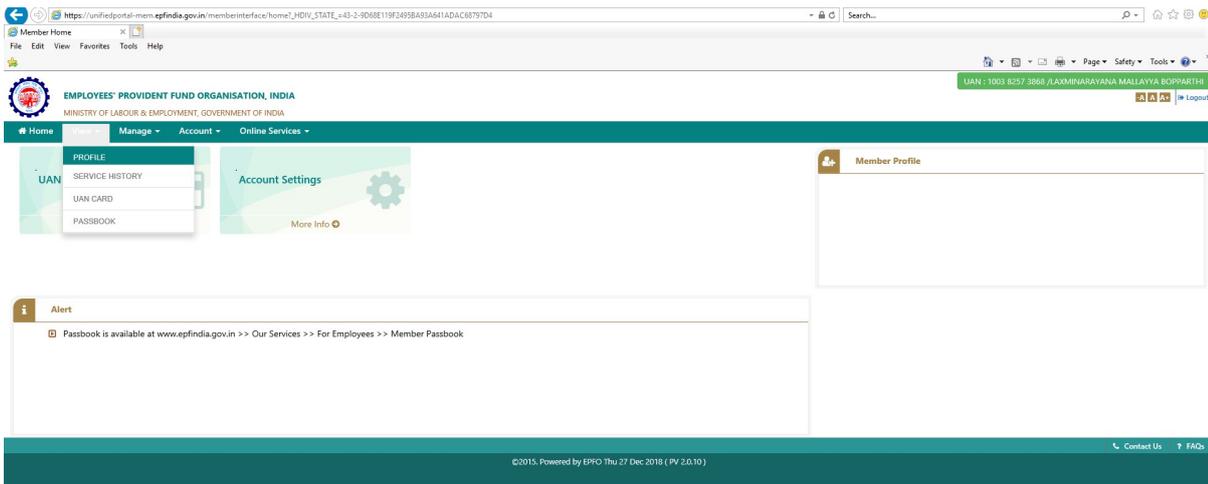
The screenshot shows the 'Modify Basic Details' form. The 'Available details' column shows the current information, and the 'Changes requested' column shows the fields to be updated. The 'Changes requested' column has input fields for Name, Date of Birth, and Gender.

Available details	Changes requested**
Aadhaar no.**	Not Available
Name**	ANIL KUMAR
Date of Birth**	15/01/1974
Gender**	Male (selected), Female, Transgender
Select Employer:	M.S.E.B. (MH&AN00125000)

Buttons for 'Update' and 'Cancel' are visible at the bottom of the form. A note at the bottom states: "**Note: Changes requested should be as per Aadhaar".



- 9) Select 'View' and then select 'PROFILE'. You must update the absent information like Qualification, Marital Status, mobile no and email Id.



- 10) If name date of birth in 'PROFILE' is correct, then select 'Manage' and then select 'KYC'. If the name is not yet corrected in 'PROFILE', system may not accept KYC saving. You can enter PAN, Aadhar details and permanent bank account details in this screen and save. If any KYC details already present, it will be shown at bottom. **Correct details must be saved otherwise lot of problems will arise in updation of the KYC.** KYC will be approved using Digital Signature by CPF Trust. **Name on PAN card may be short, instead actual name in Income Tax department PAN Database (Traces report or Income tax order copy etc.) must be entered.**

