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

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

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- 3) Your <u>Universal Account Number</u>(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*'. <u>If the name as per UAN shown in 'My Profile' of MSEB CPF Portal is completely different, DO NOT ACTIVATE UAN.</u> 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 <u>personal</u> Mobile Number and email ID. <u>DO NOT enter office mail id and office mobile no</u>.
- 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.

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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.

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- 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, <u>COMPLETE</u> 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.



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

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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.

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