1) **Activation of EPFO UAN (Universal Account Number)**
   - Activation of the UAN allotted to the employee to be done by the employee himself/herself by providing the details of their UAN, name and date of birth, mobile no, email id.
   - If activation problems occurs, then try adding 'Shri '/'Smt '/'Mr '/ 'Mr. '/'Mr.'/Kum etc in name and/or try interchanging dd and mm of date of birth if day of birth is less than 13.
   - While activation use only your personal mobile number and email id. Mobile number used should not be stopped or given to someone else.
   - After activation, you can login and change password which can be remembered.
   - If password is forgotten, you can use Forgot Password option if Aadhar or PAN is linked in EPFO system.

2) **Request for modification of basic details.(if required)**
   - If there is anything wrong in name spelling mistake wrong order of names, name contains title, wrong date of birth or gender, then use 'Manage -> 'Basic Details' option to give online request for correction with the latest Aadhar details. Request may be accepted if the entered details exactly match with the Aadhar data available in Aadhar database. Name on Aadhar should be correct and same should be present in Income tax database(not pan card) for PAN KYC linking.
   - If request accepted, wait for the approval by Employer and EPFO Bandra Office.
   - Once approved by EPFO Bandra Office, the master data in EPFO system gets updated.
   - Then you can proceed for other activities.
   - If there is complete name change with respect to the name as available in EPFO system, then joint declaration form along with required documents singed by employee and employer must be sent to The Regional PF commissioner, Employee Provident Fund Organization, Bandra(E), Mumbai-400051. If any online request was done for complete name change it will be rejected by EPFO.

3) **Updating missing Information. (if required)**
   - After activation of UAN you have to update the remaining information in 'View' -> 'Profile' option. Details to update are Gender, qualification, marital status, current address, permanent address etc.
   - Some of the missing details like date of joining PF , date of joining EPS, exit date can only be updated at corporate office level if the information not available In EPFO.
   - If all above information is already present but some information is wrong, then the information can only be updated through joint declaration form sent to EPFO office address as given above.
   - Click on 'Change Photo' to upload photo. The photo should not be more than 100kb size and complete face should be visible clearly.

4) **Updating KYC**.
   - After login, click on 'Manage' and then select 'KYC'. Scroll down to check if your Aadhar, PAN, Bank details are already linked. Approved KYC will be visible under 'Digitally Approved KYC' heading. If any KYC is pending for approval, it will be shown under 'KYC Pending for Approval' heading. If no KYC shown under these two headings, it means your KYC is not yet linked.
   - Select 'Aadhar' checkbox and enter Aadhar number and name as per aadhar and click on Save. Aadhar will be saved only if name, date of birth and gender in EPFO system matches exactly with name, date of birth and gender in Aadhar database maintained by central government. If Aadhar not accepted, first check name, date of birth, gender in EPFO system to be correct. Then see to get latest e-Aadhar generated to check if any mistake in Aadhar database. Get Aadhar corrected if anything wrong in Aadhar by visiting nearest Aadhar center.
   - Select 'PAN' and enter PAN number and name as per name in income tax database and click on Save. PAN number will be saved if name in EPFO system matches exactly with data in income tax database against name given PAN number. If any mismatch, follow steps as that of Aadhar. Correct name in Income tax record can be seen by login to income tax e-filling site or by getting traces report from your bank for tax deducted by your bank to check name.
   - Select 'Bank' and enter correct bank details. The bank account must not be closed throughout lifetime. If account closed, you may new add bank details.
   - Other KYC can also be added if employee wants to add.

5) **Doing E-nomination**.
   - Select 'Manage' then select E-Nomination to enter family, PF and pension nominee details.
   - For entering e-nomination, employee must have uploaded their photo and all missing information is updated in EPFO system.
   - Address, Aadhar and photo of nominees, bank account etc. are required for completing nomination. Mobile number of nominee must also be in service and should not be stopped service. Bank account must also not be closed in future. This will enable nominee to apply online for pension claim.
   - Saved e-nomination has to be do e-sign by Aadhar-based "e-Sign". For e-signature, Aadhar Virtual ID (VID) is mandatory.
   - After doing Aadhar-based e-signature, you need to download a copy of nomination form No. 2 in PDF format and save the file as "Employee Code. Name of member". Every member needs to share a PDF copy as well as signed hard copy of Nomination form 2 to your HR Department after downloading it from EPFO member's portal.

   All the above activities must be completed as soon as possible.