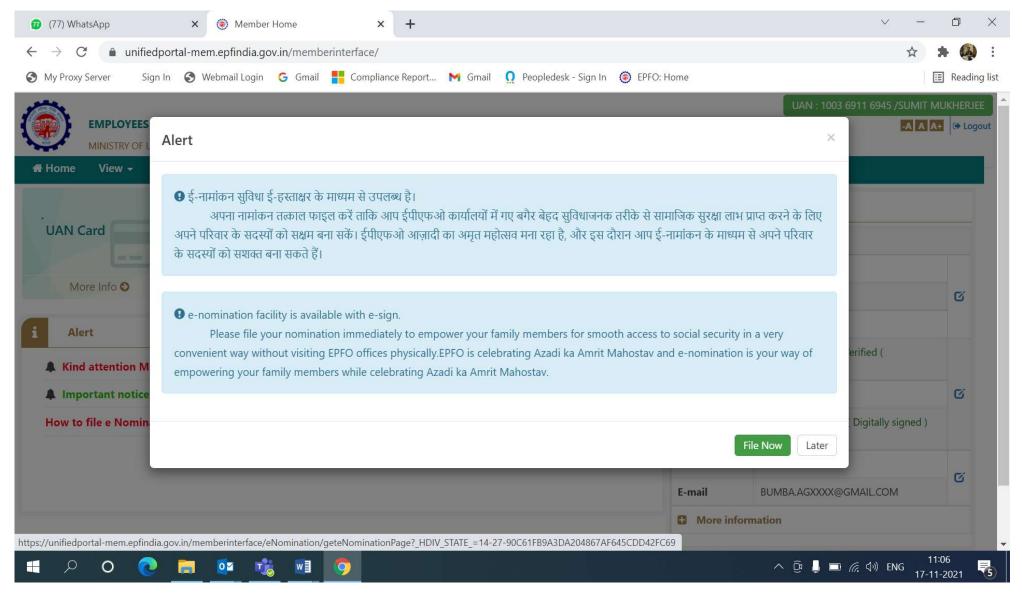
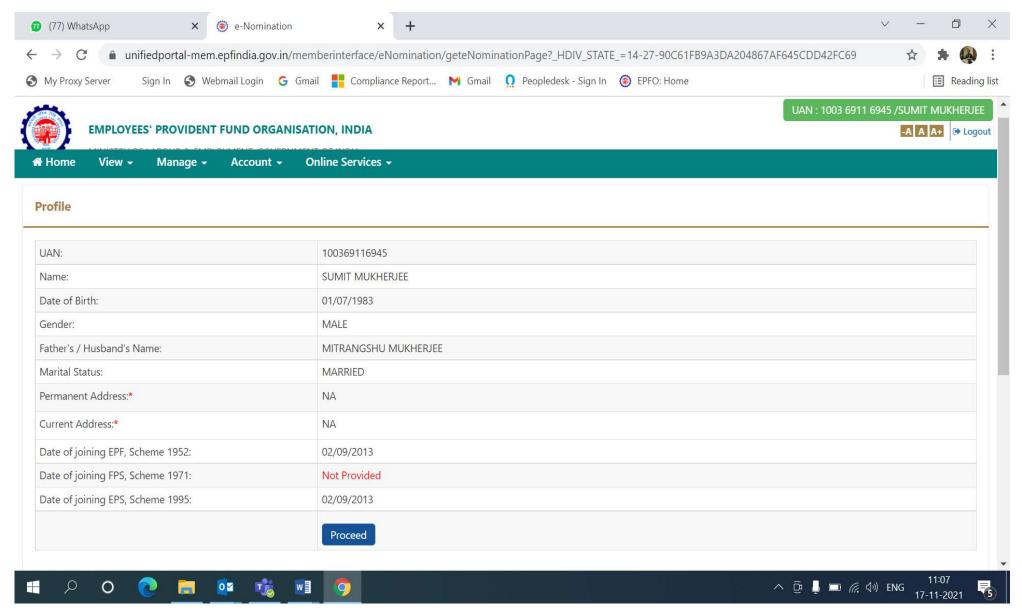
#### STEP BY STEP PROCESS FOR FILING F-NOMINATION

STEP 1: Open the website https://unifiedportal-mem.epfindia.gov.in/memberinterface/ and login with your respective UAN and Password.



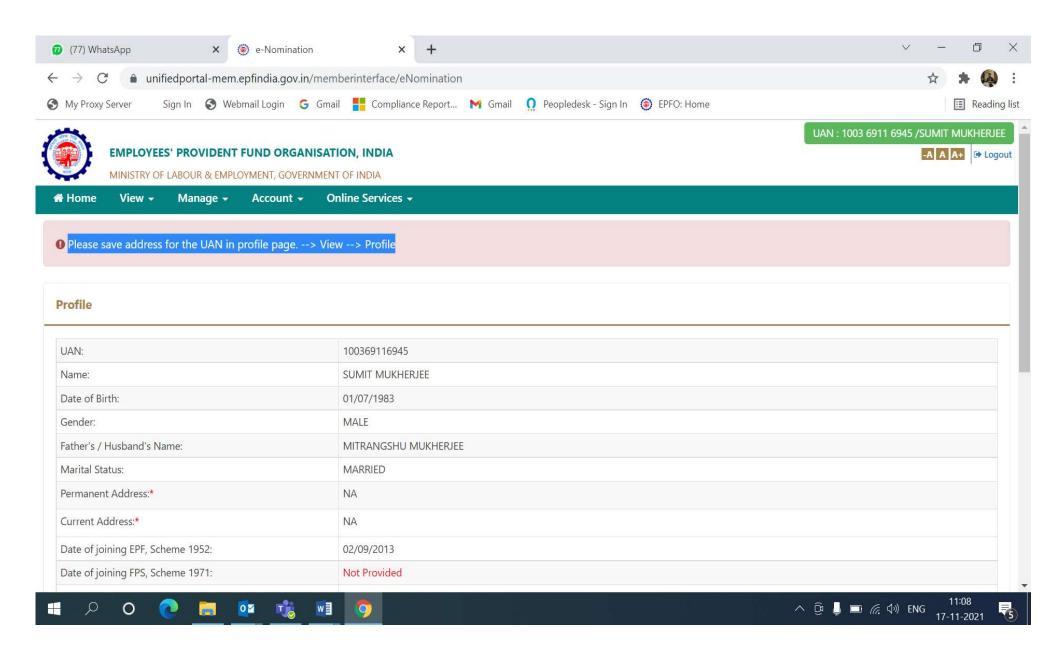
Click on File Now

## Profile Page will open

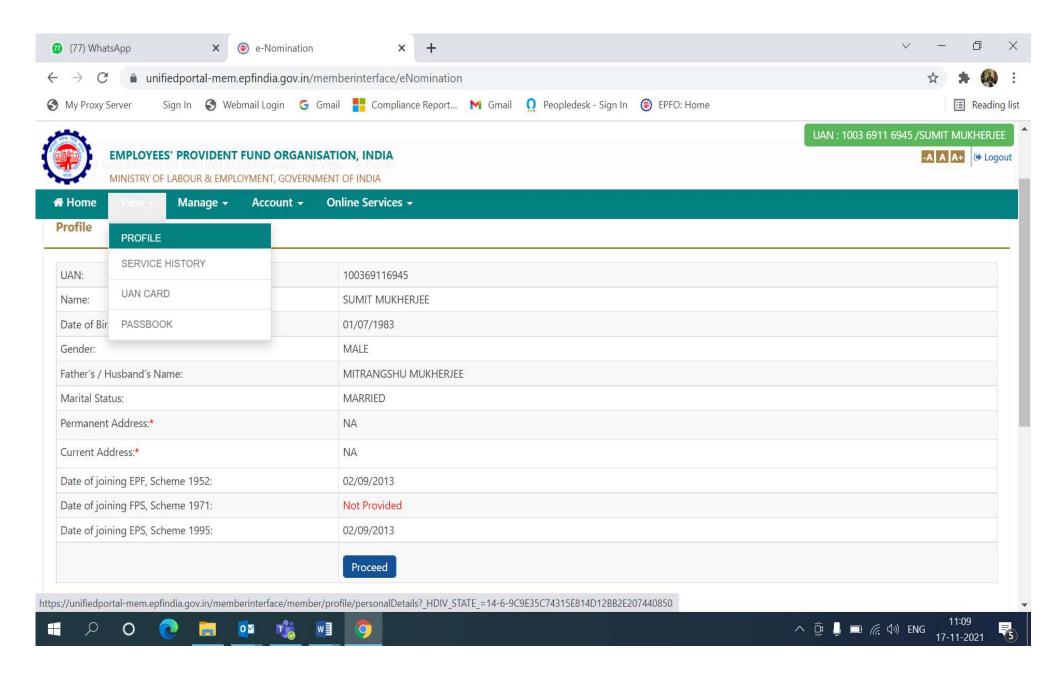


Click on Proceed

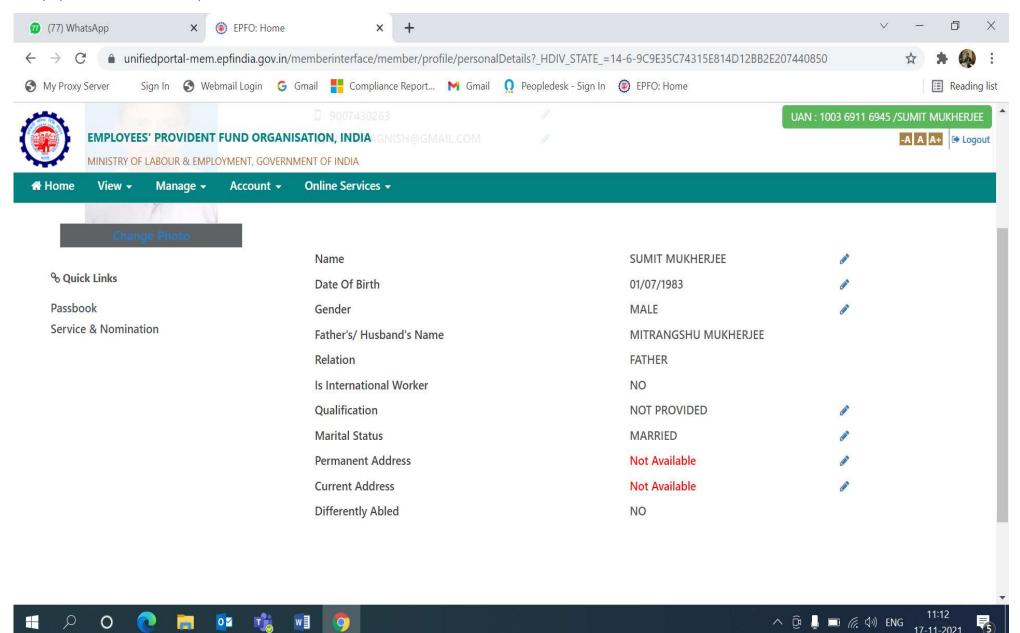
If all the required details of the Member Profile is not updated then it will throw an error message and the member requires to update the profile.



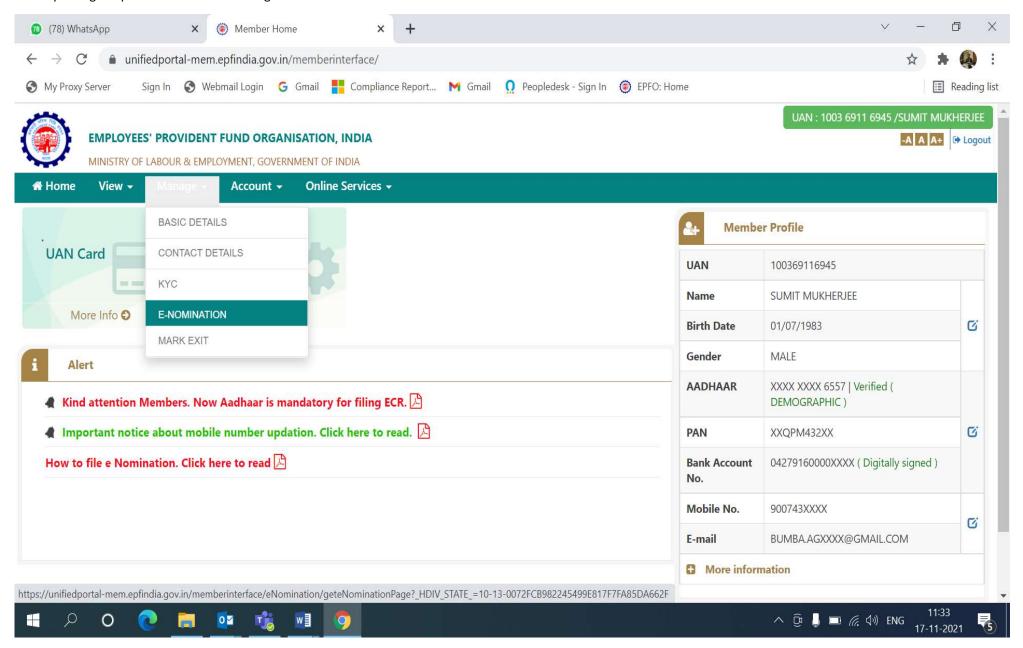
### Select the Profile from VIEW TAB option in the UAN Home Page



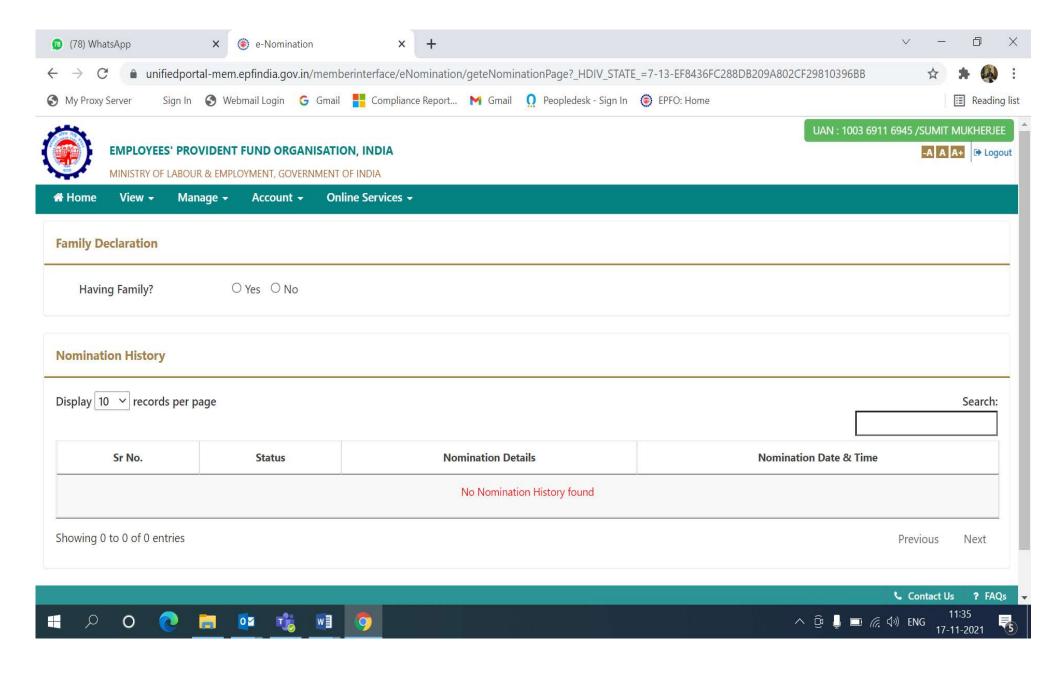
# Kindly Update whichever is not updated/available



After updating the profile come to the Manage TAB and click on E- Nomination

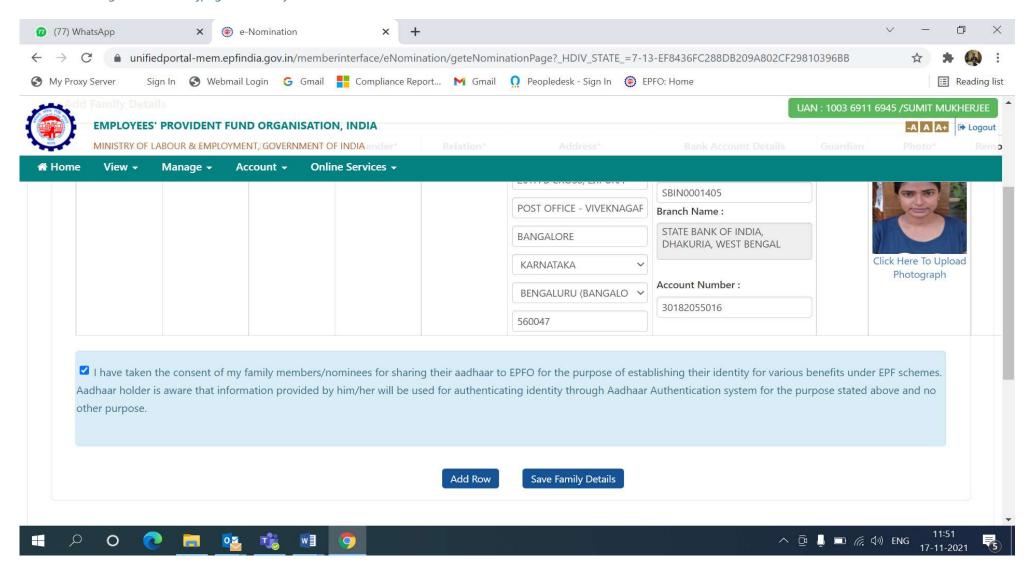


# Click on Having Family "Yes"

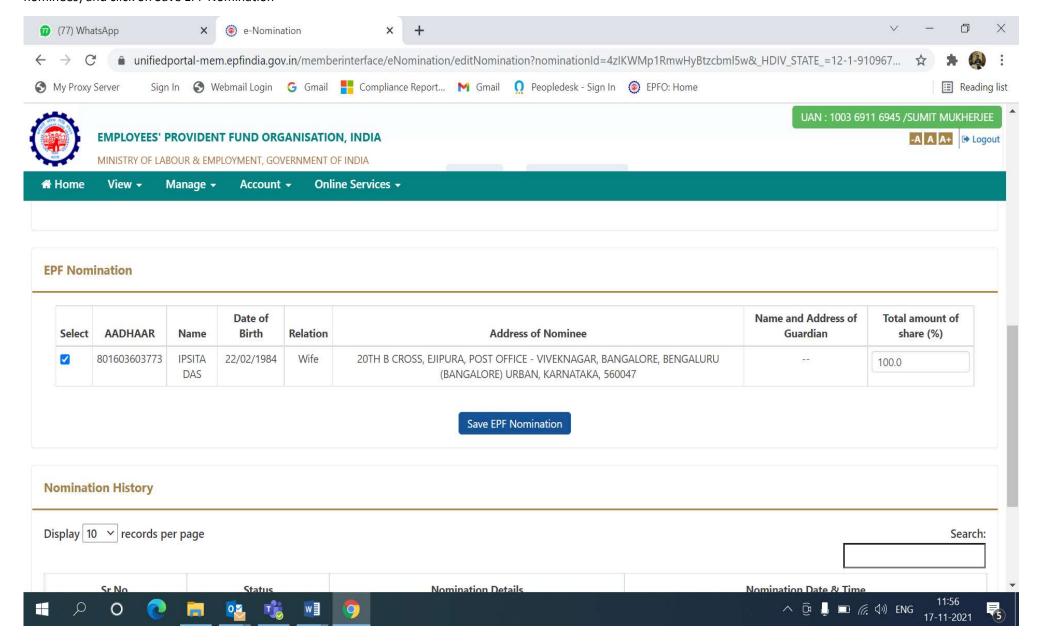


#### EDIT and insert all the required and necessary details including the photograph

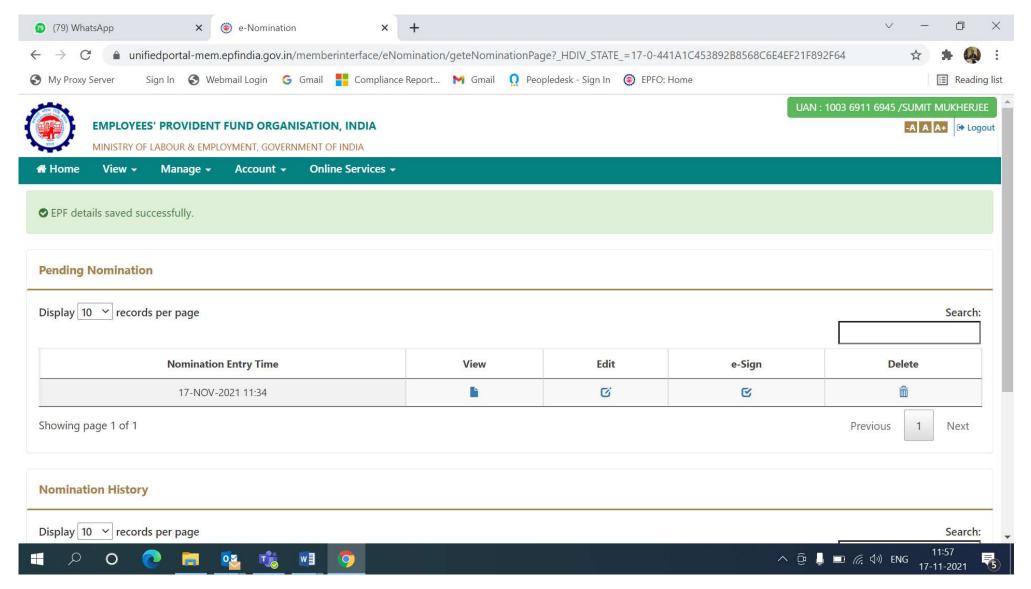
- The photograph is to be restricted to size of 3.5 cm x 4.5 cm before uploading.
- The image should have face prominently visible (80% of the image) with both ears visible.
- The image should be in jpeg format only



After Family Details, the EPF Nomination part will open, select the 1<sup>st</sup> radio button / check box, give the percentage (100 in case of 1 nominee and bifurcated in case of multiple nominees) and click on Save EPF Nomination

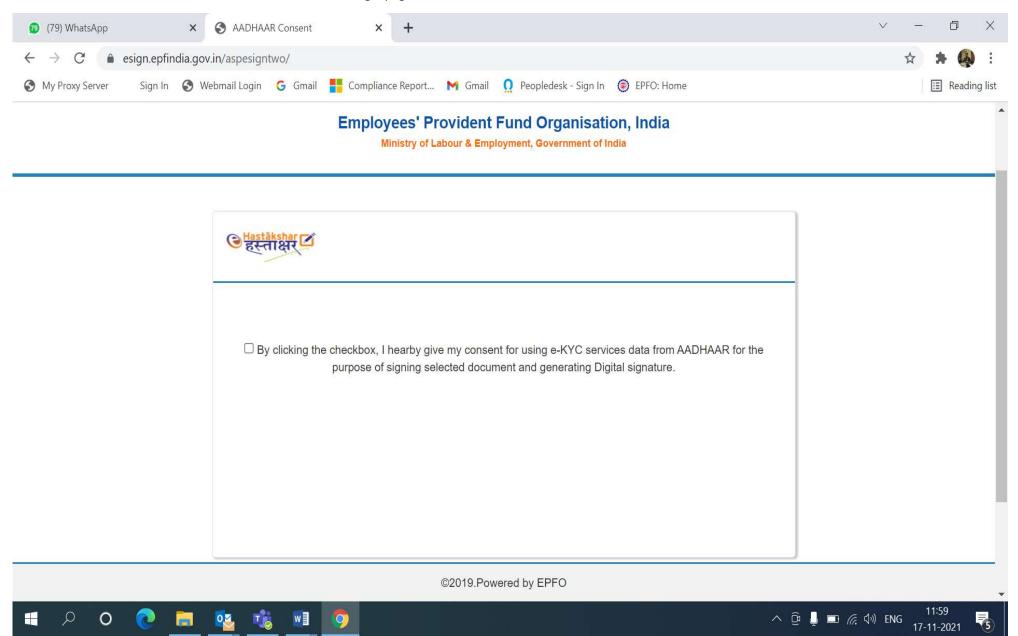


It will now redirect the member to E-sign the E-Nomination



Click on E-Sign

Click on the check box and it will redirect the member to the login page



UIDAI Login Page, the E-Sign needs to be done through either Adhaar Number or VID. Validate the process by the OTP received in Adhaar Linked Mobile Number.

