

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/>

The screenshot shows the login page of the EPF Member Interface. The header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The Universal Account Number (UAN) and MEMBER e-SEWA are displayed. The login form includes fields for UAN, Password, and Captcha, with "Sign in" and "Reset" buttons. A "Forgot Password" link is also present. On the left, there is a "Dear EPF Members!!" section with links to Member Passbook, Aadhaar Based Online Claim Submission, Seeded Aadhaar, and other services. Below this is a "Benefits of Registration" section with links to download/print passbook, UAN Card, and update KYC. A central "NOTE" box states that members with authenticated Aadhaar and Bank details can now submit PF Withdrawal/Settlement/Transfer claims online, and that one mobile number can be used for one registration only. On the right, there is an "Important Links" section with links to Activate UAN, Know your UAN status, and UAN Allotment.

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

The screenshot shows the Member Profile page after logging in. The header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The UAN is displayed as 1009 9450 7718 /Mr. NEERAJ KUMAR. The navigation bar includes links to Home, View, Manage, Account, and Online Services. The "Manage" dropdown menu is open, showing options for CONTACT DETAILS, KYC, and MODIFY BASIC DETAILS. The "Modify Basic Details" option is selected. The Member Profile section displays the following information: UAN, Name, Birth Date, Gender, Mobile No., E-mail, Last Updated, and Password Change Date. An "Alert" box is visible at the bottom left. A "15 of 24 - Clipboard" message is shown at the bottom right, indicating that an item was not collected and should be deleted to increase available space.

Step 3: Please provide the correct details as per Aadhaar (System will verify the details entered with UIDAI- Aadhaar Data)



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PANDEY
[Logout](#)

[Home](#)
[View](#)
[Manage](#)
[Account](#)
[Online Services](#)

Modify Basic Details


N version 13 Please Enter Aadhaar no.:	Not Available	63000000000000000000
Name:	Details As per UAN SATISH CHANDRA PANDEY	Changes requested** HARSH CHANDRA PANDEY
Date of Birth:	23/05/1985	01/05/1987
Gender:	Male	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Is Establishment Closed?:	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Select Employer:	MAHINDRA COASTS LTD. (GSNUP000000000000)	
Update Details		

**Note: Changes requested should be as per Aadhaar

[Contact Us](#)
[FAQs](#)

©2015. Powered by EPFO s Thu 16 Nov 2017 (SV 1.1.13)

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”



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PANDEY
[Logout](#)

[Home](#)
[View](#)
[Manage](#)
[Account](#)
[Online Services](#)

Pending requests

Reference Number	Establishment Name	Details	Present Status	Action
2	MAHINDRA COASTS LTD	View	Pending at employer	Delete request

[Contact Us](#)
[FAQs](#)

©2015. Powered by EPFO s Thu 16 Nov 2017 (SV 1.1.13)