Here are the steps to submit PF account's nomination details online:

Step 1: Open EPFO portal - https://unifiedportal-mem.epfindia.gov.in/memberinterface/and login by using your UAN and password

Step 2: Click on 'Manage' tab and then click on e-nomination option
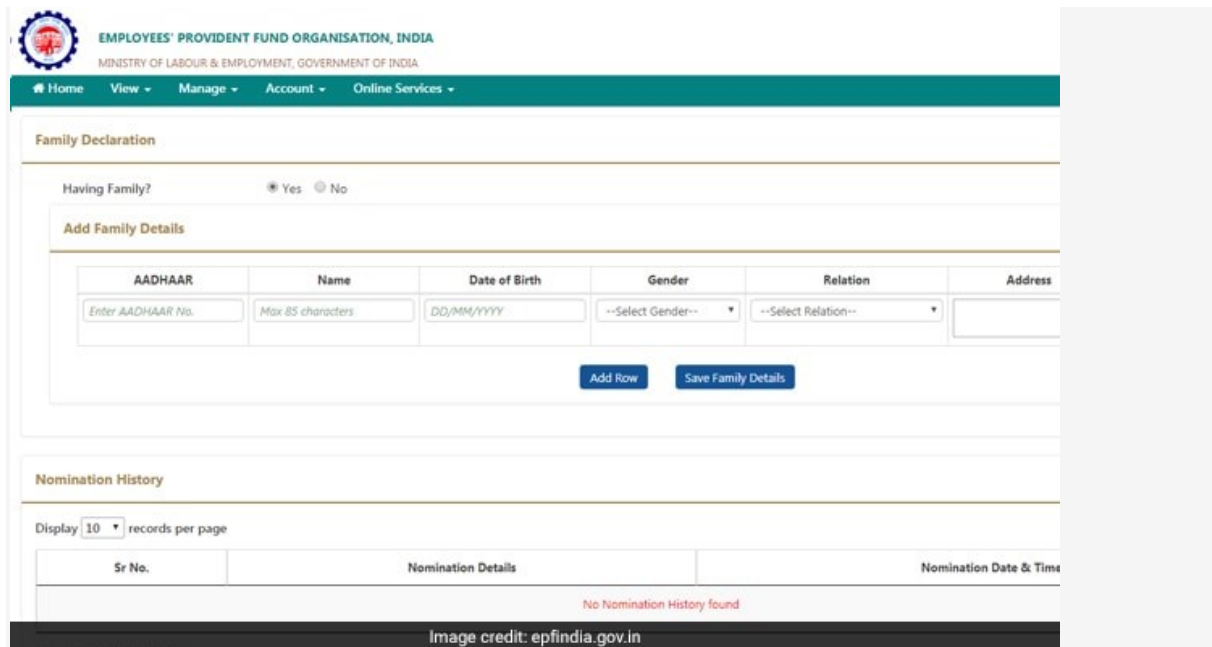

Image credit: epfindia.gov.in
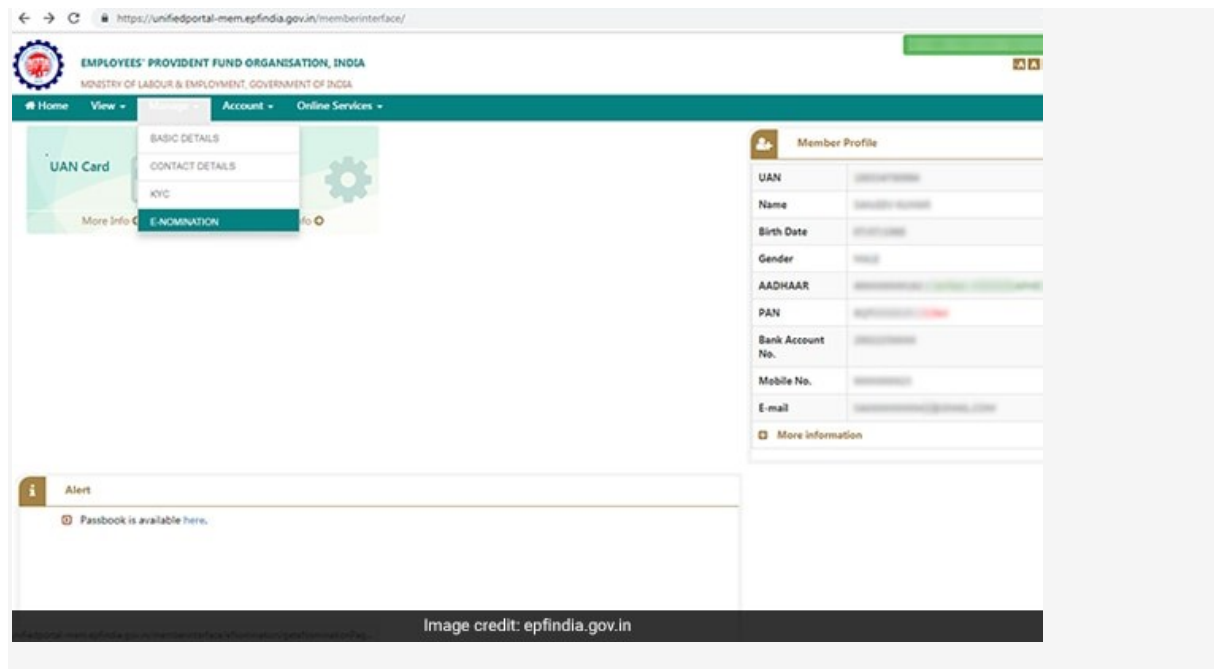
Step 3: Your details like UAN, name, date of birth, gender etc., are displayed. Provide your 'current and permanent address' details here. Click on save
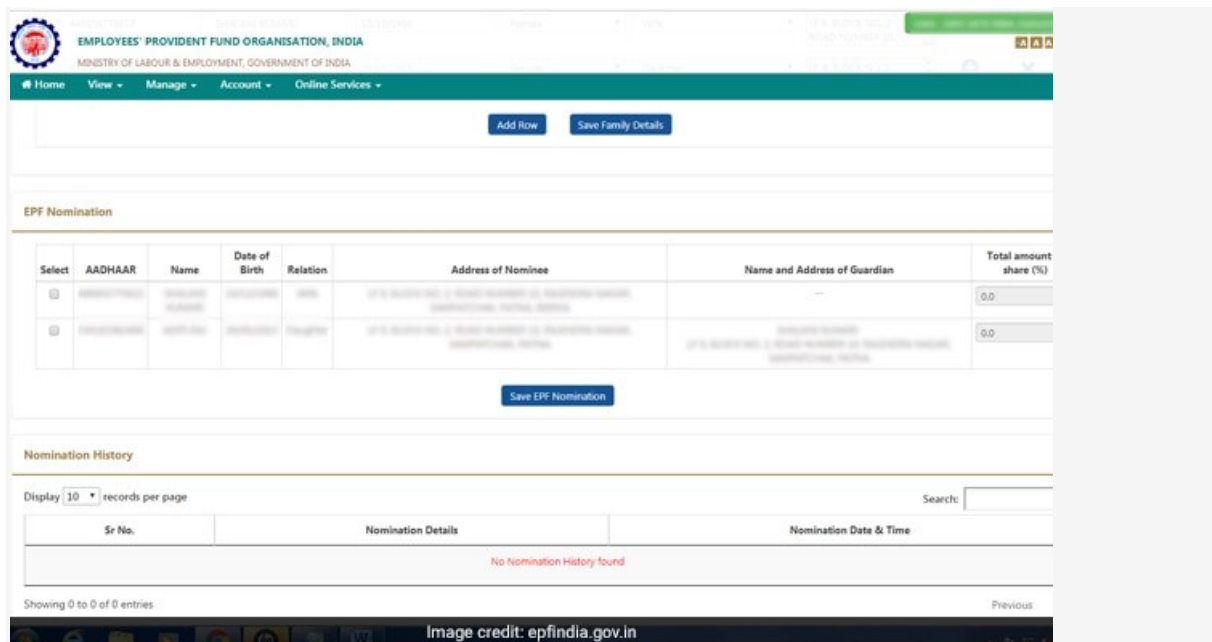

Image credit: epfindia.gov.in

Step 4: Now, click on 'yes' to update family declaration

Step 5: Go to 'add family member(s)' and add the details of your family members whom you want to nominate. Here, you need to enter the names, date of birth, relation, and address of the nominee. You can even add more than one nominee by clicking on 'adding the row'. In case of minor as a nominee, you need to assign a guardian

Image credit: epfindia.gov.in

Step 6: Go to 'nomination details' and declare the total amount of share among your nominees. In case, you would like to nominate only one member of your family as your nominee then you can declare 100 per cent as the share

Image credit: epfindia.gov.in

Step 7: Click on 'Save EPF nomination' button

Step 8: Once the details are saved, go to 'e-nomination' option under the 'Manage' tab. The nomination details saved by you will be shown as pending nomination. You are required to 'e-sign' the nomination made by you to complete the process. In case you wish to view the details of the nomination made by you, click on 'View' option

Nomination Entry Time	View	Edit	e-Sign	Delete
16-SEP-2019 12:05	▮	⟳	☑	🗑

Showing page 1 of 1   Previous 1 Next

Step 9: You will be directed to new webpage where you will be required to enter your virtual ID of your Aadhaar.

Ministry of Electronics and Information Technology Government of India

Digital India — Power To Empower

सी डैक CDAC — Centre for Development of Advanced Computing

You are currently using Demographic Authentication Service

Demographic Authentication

👤 Enter Virtual Id

Get Virtual ID

☐ By clicking the checkbox, I hereby give my consent for using demographic data from AADHAAR for the purpose of Demographic Authentication.

[Verify] [Cancel]

© 2019 Copyright: CDAC

Website owned & maintained by: Centre for Development of Advanced Computing (C-DAC)

Step 10: Enter your virtual ID and select the tick box. Click on 'Verify'.
Step 11: You will be asked to again select the tick box to give your consent for the e-KYC services from Aadhaar.

Hastākshar हस्ताक्षर ☑

☐ By clicking the checkbox, I hearby give my consent for using e-KYC services data from AADHAAR for the purpose of signing selected document and generating Digital signature.

Step 12: You will be asked to enter your Aadhaar or Virtual ID once again. Once entered, click on 'Get OTP'. The OTP will be sent to your registered mobile number in the Aadhaar database.

Step 13: Enter the OTP received on your registered mobile number. Select the check box to provide your consent and click on 'Submit'.

Step 14: Once OTP is entered successfully, your document will be signed successfully.

Your nomination details will be saved into the EPFO records. You can check the nomination details in the 'e-nomination' option under the 'Manage' tab.