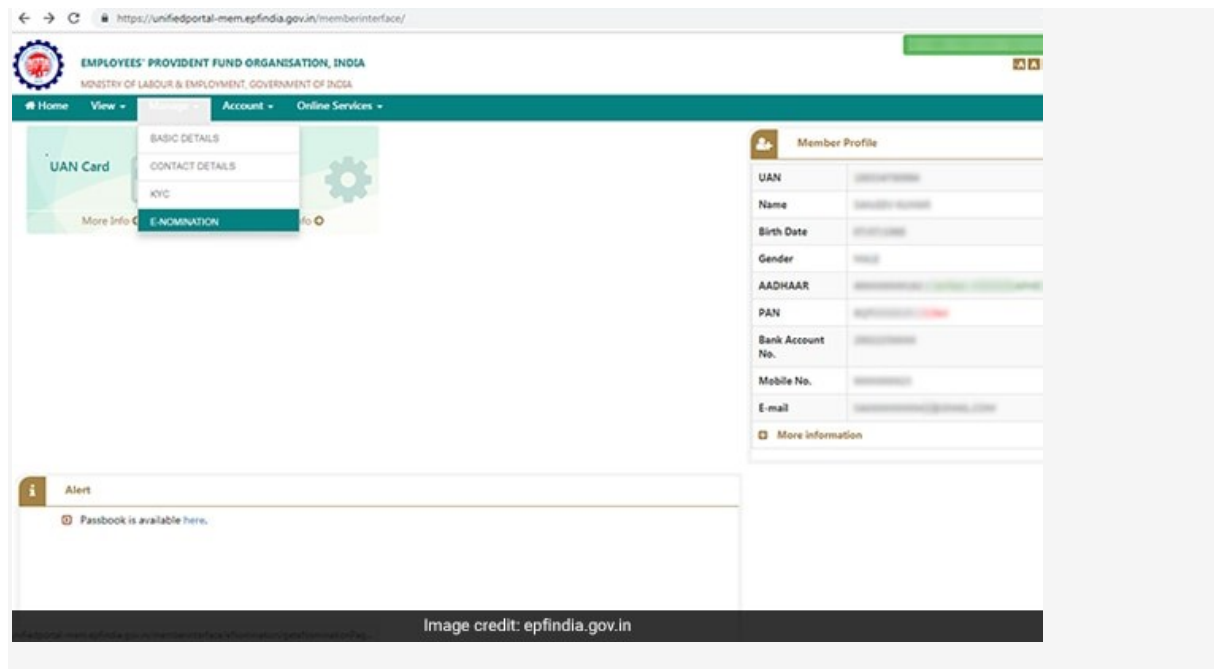


Here are the steps to submit PF account's nomination details online:

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

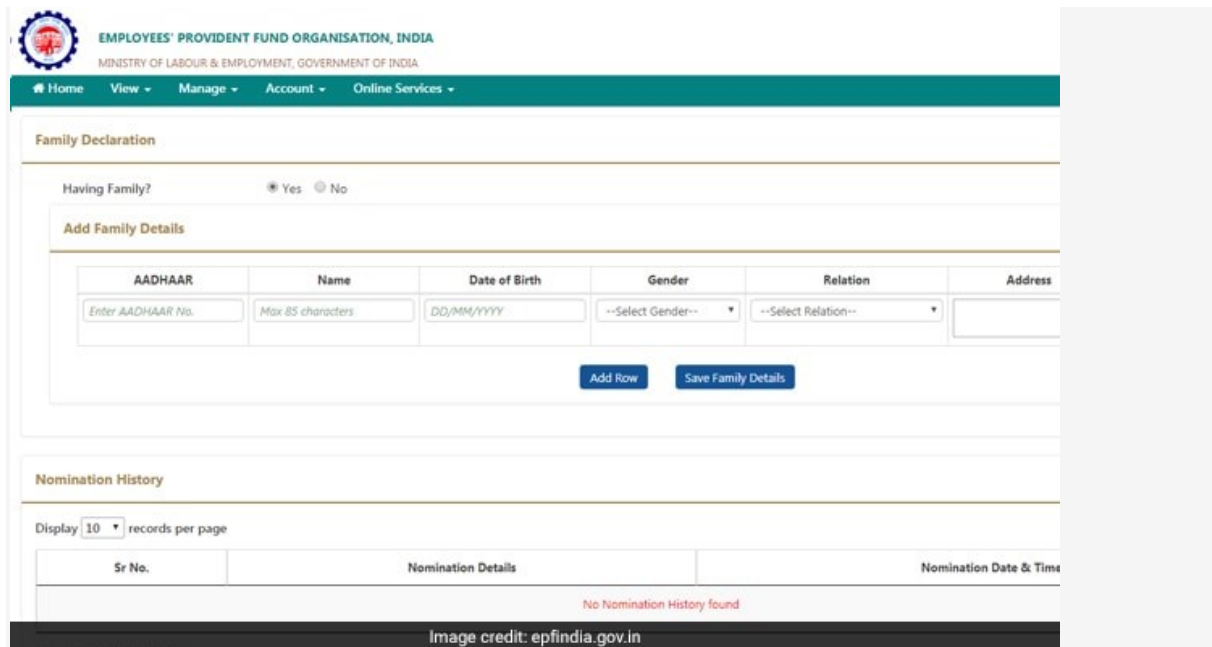


Step 3: Your details like UAN, name, date of birth, gender etc., are displayed. Provide your 'current and permanent address' details here. Click on save

The screenshot shows the EPFO Member Interface 'Profile' section. The top navigation bar includes 'Home', 'View', 'Manage', 'Account', and 'Online Services'. The 'Manage' tab is selected. The 'Profile' section displays fields for UAN, Name, Date of Birth, Gender, Father's / Husband's Name, Marital Status, Permanent Address, Current Address, Date of joining EPF, Scheme 1952, Date of joining EPF, Scheme 1971, and Date of joining EPF, Scheme 1995. The 'Current Address' field has a dropdown menu with options: 'Same as above', 'R.O. Hyderabad', and 'Chennai - 600001'. The 'Date of joining EPF, Scheme 1971' field has a dropdown menu with options: 'Not Provided', '1971-01-01', and '1971-01-02'. A 'Save' button is located at the bottom right. The URL in the browser is <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>. Image credit: epfindia.gov.in

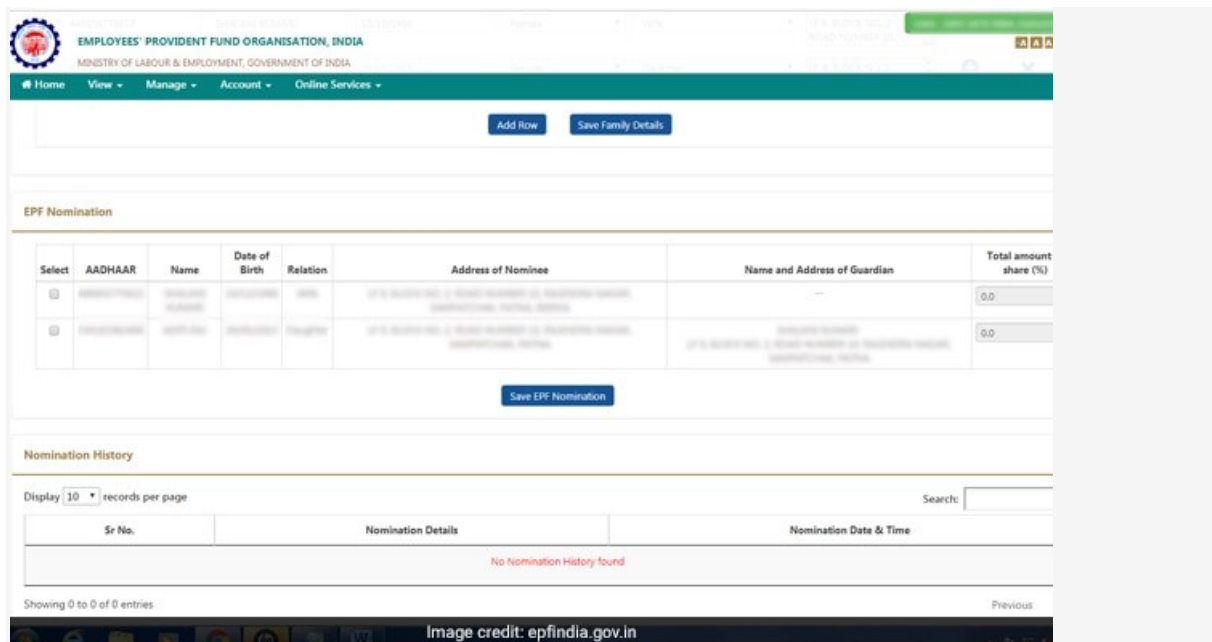
Step 4: Now, click on 'yes' to update family declaration

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



The screenshot shows the 'Family Declaration' section of the EPF portal. At the top, there's a header for 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' with navigation links: Home, View, Manage, Account, and Online Services. Below the header, the 'Family Declaration' section has a 'Having Family?' toggle set to 'Yes'. Underneath, the 'Add Family Details' section contains a table with columns: AADHAAR, Name, Date of Birth, Gender, Relation, and Address. The AADHAAR column has a placeholder 'Enter AADHAAR No.', Name has 'Max 85 characters', Date of Birth has 'DD/MM/YYYY', Gender has a dropdown '--Select Gender--', and Relation has a dropdown '--Select Relation--'. There are 'Add Row' and 'Save Family Details' buttons below the table. Below this, the 'Nomination History' section shows a table with columns: Sr No., Nomination Details, and Nomination Date & Time. A message 'No Nomination History found' is displayed. At the bottom, it says '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



The screenshot shows the 'EPF Nomination' section of the EPF portal. It has the same header as the previous form. Below the header, there are 'Add Row' and 'Save Family Details' buttons. The 'EPF Nomination' section contains a table with columns: Select, AADHAAR, Name, Date of Birth, Relation, Address of Nominee, Name and Address of Guardian, and Total amount share (%). There are two rows of data, both with a 'Total amount share (%)' of 0.0. Below the table, there is a 'Save EPF Nomination' button. Below this, the 'Nomination History' section shows a table with columns: Sr No., Nomination Details, and Nomination Date & Time. A message 'No Nomination History found' is displayed. At the bottom, it says '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.



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

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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.





☐ By clicking the checkbox, I hereby 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.



Aadhaar Based e-Authentication

 Enter Your Virtual ID / Aadhaar Number [Get Virtual ID](#)

 Enter Your Aadhaar OTP [View Document Information](#)

[Get OTP](#) [Cancel](#) Not Received OTP? [Resend OTP](#)

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.