

PROCESS FLOW FOR FILING OF ONLINE e-NOMINATION FORM BY MEMBER ON EPF PORTAL

- The form can be filed by the member on the UAN member portal.
- The member can file the online nomination form through UAN member portal which is available on URL <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- The following screen will appear.
- The member has to login by entering his UAN and password.

The screenshot shows the EPF Member e-SEWA login portal. The browser address bar displays the URL: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>. The page header includes the EPF logo and the text: "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The main heading is "Universal Account Number (UAN) MEMBER e-SEWA".

On the left, a green banner reads "Dear EPF Members !!". Below it, a list of services is provided:

- ▶ Member Passbook service is available at www.epfindia.gov.in [Our Services >> For Employees >> Member Passbook]
- ▶ Aadhaar Based Online Claim Submission
- ▶ Seeded Aadhaar against activated UAN is mandatory for online claim submission.
- ▶ Other frequently used services are available at www.epfindia.gov.in
- ▶ EPFO services are now available on the UMANG (Unified Mobile APP for New Governance). The UMANG APP can be downloaded by giving a missed call 9718397183. The APP can also be downloaded from UMANG website or from the play/app stores. Erstwhile EPF mobile services are being discontinued
- ▶ One Member - One EPF Account can be availed after login under [Online Services](#).

On the right, the login form is displayed. It includes a circular profile icon, a UAN field (masked with XXXXXXXX), a Password field (masked with dots), a CAPTCHA field (displaying "L A F W L"), and buttons for "Sign in" and "Reset". Below the CAPTCHA is a "Forgot Password" link.

At the bottom left, a green banner reads "Benefits of Registration". Below it, a list of benefits is provided:

- ▶ Download/Print your Updated Passbook anytime.
- ▶ Download/ Print your UAN Card.

In the center, a yellow box contains a "NOTE" with the following text: "Members with authenticated Aadhaar and Bank details seeded against their UAN can now submit their PF Withdrawal/Settlement/Transfer claims online."

At the bottom right, a green banner reads "Important Links". Below it, two links are provided:

- ▶ [Activate UAN](#)
- ▶ [Know your UAN status](#)


The bottom of the screen shows the Windows taskbar with the Start button and several open applications: "ProcessFlow_FilingO...DOCX", "e-Nomination_(1).ZIP", "e-Nomination (5).pdf", "e-Nomination (4).pdf", and "e-Nomination (3).pdf". The system clock shows the time as 2:24 PM.

After signing in, the following screen will appear.

[←](#)
[→](#)
[↺](#)
[🏠](#)
<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

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

UAN : XXXXXXXXXX


[-A](#)
[A](#)
[A+](#)
[Logout](#)

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




UAN Card

[More Info](#)




Account Settings

[More Info](#)





Member Profile


UAN	XXXXXXXXXX
Name	XXXXXXXXXX
Birth Date	XXXXXX
Gender	MALE
AADHAAR	91XXXXXXXX508 Verified (DEMOGRAPHIC)
PAN	XXXXXX 1F Verified
Bank Account No.	XX XXXXXXXXXX
Mobile No.	72 XXXXXX
E-mail	RAXXXXXX XXXXXXXXXX
+ More information	

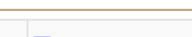


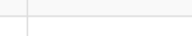
Alert


[ProcessFlow_FilingOn....DOCX](#)


[e-Nomination_\(1\).ZIP](#)


[e-Nomination \(5\).pdf](#)


[e-Nomination \(4\).pdf](#)


[e-Nomination \(3\).pdf](#)

[Show all downloads...](#)

[start](#)
[🌐](#)
[📧](#)
[📁](#)

[Inbox - mail_2017 - M...](#)
[Member Home - Goog...](#)
[New Microsoft Power...](#)
[ProcessFlow_FilingOn...](#)

🕒 2:32 PM

First Click on tab >> Manage then you will have to click on >> E-NOMINATION tab

← → ↺ 🏠

https://unifiedportal-mem.epfindia.gov.in/memberinterface/

★ ⓘ Ⓜ Ⓜ Ⓜ

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📄 Member Home

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📌 Pinterest



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 10XXXXXXXXX22 / Mr. XXXXXXXX

Ⓜ Ⓜ Ⓜ Ⓜ Logout

🏠 Home

📄 View

Manage

CONTACT DETAILS

KYC

MODIFY BASIC DETAILS

E-NOMINATION

📄 Account

📄 Online Services

UAN Card

More Info

YOU HAVE TO CLICK HERE AFTER LOGIN

Member Profile

UAN	XXXXXXXXXX
Name	Mr. XXXXXXXX
Birth Date	07/08/1986
Gender	MALE
AADHAAR	91XXXXXXXX508 Verified (DEMOGRAPHIC)
PAN	GQTXXXX1F Verified
Bank Account No.	XXXXXXXX9664
Mobile No.	72XXXXXX1000
E-mail	RAXXXXXXXXXHR@GMAIL.COM
➕ More information	

Alert

https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=20-10-33E8C51D20C33E7F19CA7562CB32B369

📄 EPFO Circular PF - Corr....pdf

📄 ProcessFlow_FilingOnli....pdf

📄 e-Nomination (2).pdf

📄 e-Nomination (1).pdf

Show all downloads...

start

🔍

📧 Inbox - mail_2017 - M...

🌐 Member Home - Goog...

📄 Adobe Acrobat Profe...

🌐 https://epfindia.gov.i...

⏪ ⏴ ⏵ ⏩ 11:52 AM

Now you have to enter your permanent and current address then after save it.

The screenshot shows the 'PROFILE' section of the EPFO Member Interface. The form contains the following fields and values:

Field	Value
UAN:	[Redacted]
Name:	[Redacted]
Date of Birth:	07/08/1988
Gender:	MALE
Father's / Husband's Name:	[Redacted]
Marital Status:	UN-MARRIED
Permanent Address:*	[Redacted]
Current Address:*	<input checked="" type="checkbox"/> Same as above [Redacted]
Date of joining EPF, Scheme 1952:	30/10/2017
Date of joining EPF, Scheme 1971:	Not Provided
Date of joining EPF, Scheme 1995:	30/10/2017

Red annotations on the image:

- 1. NOW YOU HAVE TO TYPE YOUR ADDRESS IN THE BOX (pointing to the Permanent Address field)
- 2. CLICK ON THIS BUTTON IF YOUR ADD IS SAME AS PER ABOVE ADD (pointing to the 'Same as above' checkbox)
- 3. AFTER TYPING THE ADD YOU HAVE CLICK ON SAVE BUTTON (pointing to the 'Save' button)

After saving below mentioned screen will be display and you will have to click on “YES” option for adding nominee.

← → ↺ 🏠

https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=27-0-67F17F3ECE66972BE949D92B2489

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📄 Member Home

📄 HRMantra Online

📄 Nithya's Tax Calculator

📌 Pinterest



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN :

-A

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A+

Logout

🏠 Home

View ▾

Manage ▾

Account ▾

Online Services ▾

✔ Profile details saved successfully.

Family Declaration

NOW YOU HAVE CLICK ON YES OPTION MENTIONED AS BELOW

↓

Having Family? ☒ Yes ☐ No


Nomination History

Display

10

 records per page

Search:

Nomination Time	VIEW
22-FEB-2018 14:53	

Showing page 1 of 1

Previous

1

Next

📄 e-Nomination (3).pdf

📄 EPFO Circular PF - Corrpdf

📄 ProcessFlow_FilingOnli....pdf

📄 e-Nomination (2).pdf

📄 e-Nomination (1).pdf

Show all downloads...

start

🔍

📧 Inbox - mail_2017 - M...

🔍 e-Nomination - Googl...

📄 New Microsoft Power...

🔍 11:57 AM

Follow the instructions mentioned in the red ink on the below screen shot.

← → ↺ 🏠 https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=27-0-67F17F3ECE66972BE949D92B2489

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : XXXXXXXXXXXX [Logout](#)

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

Family Declaration

Having Family? ☒ Yes ☐ No

Add Family Details

3. SELECT THE RELATION WITH NOMINEE HERE

Name	Date of Birth	Relation	Address	Guardian	Remove
<div>Max 85 characters</div>	DD/MM/YYYY	--Select Relation--			

1. NOW TYPE THE NAME OF THE FAMILY MEMBER FOR MAKING HIM OR HER AS YOUR NOMINEE

2. TYPE NOMINEE DOB HERE

4. TYPE THE ADDRESS OF THE NOMINEE HERE

5. AFTER ENTERING ALL THE DETAILS NOW YOU HAVE TO CLICK ON THIS BUTTON (SAVE FAMILY DETAILS)

[Add Row](#) [Save Family Details](#)

Nomination History

Display 10 records per page

Search:

e-Nomination (3).pdf EPFO Circular PF - Corr....pdf ProcessFlow_FilingOnli....pdf e-Nomination (2).pdf e-Nomination (1).pdf [Show all downloads...](#)

start Inbox - mail_2017 - M... e-Nomination - Googl... New Microsoft Power... 11:57 AM

Follow the instructions mentioned in the red ink on the below screen shot.

← → ↻ 🏠 https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=27-0-67F17F3ECE66972BE949D92B2489

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : XXXXXXXXXXXX -A A A+ Logout

Home View Manage Account Online Services

Family Declaration

Having Family? ☒ Yes ☐ No

Add Family Details

Name	Date of Birth	Relation	Address	Guardian	Remove
XXXXXXXXXX	XXXXXX	MR	XXXXXXXXXX		

Add Row **Save Family Details**

AFTER ENTERING ALL THE DETAILS NOW CLICK ON THIS BUTTON (SAVE FAMILY DETAILS) ←

Nomination History

Display 10 records per page Search:

e-Nomination (3).pdf EPFO Circular PF - Corrpdf ProcessFlow_FilingOnli....pdf e-Nomination (2).pdf e-Nomination (1).pdf Show all downloads...

start Inbox - mail_2017 - M... e-Nomination - Googl... New Microsoft Power... 11:58 AM

Follow the instructions mentioned in the red ink on the below screen shot.

← → ↺ 🏠 https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=29-0-13B28CE4483EC337BC0AE4A6CB55

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN: [REDACTED] Logout

Home View Manage Account Online Services

Add Row Save Family Details

EPF Nomination

Select	Name	Date of Birth	Relation	Address of Nominee	Name and Address of Guardian	Total amount of share (%)
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	A - 201, HAPPY HOME, NEAR [REDACTED] - 388319	--	100

1. NOW YOU HAVE TO CLICK ON ABOVE BUTTON

2. TYPE THE % YOU WANT GIVE SHARE TO YOUR NOMINEE HERE (e.g. - 50% or 100%)

3. NOW CLICK ON SAVE EPF NOMINATION BUTTON

Save EPF Nomination

Nomination History

Display 10 records per page Search:

Nomination Time	VIEW
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Windows taskbar: e-Nomination (3).pdf, EPFO Circular PF - Corr..., ProcessFlow_FilingOnli..., e-Nomination (2).pdf, e-Nomination (1).pdf, Show all downloads...

Windows taskbar: start, [Icons], Inbox - mail_2017 - M..., e-Nomination - Googl..., New Microsoft Power..., 11:59 AM

Follow the instructions mentioned in the red ink on the below screen shot.

← → ↺ ⌂

https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=31-0-43D76F7B0EDC489B7B59E85762D1☆

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN :

-A A A+ Logout

Home View Manage Account Online Services

✔ EPF details saved successfully.

Pending Nomination

Display 10 records per page Search:

Nomination Entry Time	View	Edit	e-Sign	Delete
26-FEB-2018 11:55				

Showing page 1 of 1 Previous 1 Next

NOW YOU HAVE TO
CLICK ON e-Sign BUTTON
ABOVE

Nomination History

Display 10 records per page Search:

Nomination Time	VIEW
-----------------	------

e-Nomination (3).pdf EPFO Circular PF - Corr....pdf ProcessFlow_FilingOnli....pdf e-Nomination (2).pdf e-Nomination (1).pdf Show all downloads...

start

Inbox - mail_2017 - M... e-Nomination - Googl... New Microsoft Power...

< 11:59 AM

Follow the instructions mentioned in the red ink on the below screen shot.

Browser address bar: https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=31-0-43D76F7B0EDC489B7B59E85762D1

Browser tabs: Apps, Google, Convert PDF to Word On..., Mail - Raj.singh@steag.i..., Login, Smallpdf.com - A Free S..., Salary in India, Salary S..., Member Passbook, Member Home, HRMantra Online, Nithya's Tax Calculator, Pinterest

Website: EMPLOYEES' PROVISION FUND, MINISTRY OF LABOUR

Navigation: Home, View, Man...

Status: EPF details saved

Section: Pending Nomination

Display: 10 records per page

Showing page 1 of

Section: Nomination History

Display: 10 records per page

Search:

Table Headers: Nomination Time, VIEW

Digital Signing of Declaration

Select Signatory

	Name	Aadhaar
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]

NOW YOU HAVE TO CLICK ON ABOVE BUTTON & BELOW BUTTON

☒ By pressing generate OTP button, I hereby give my consent for using e-KYC services data from Aadhaar for the purpose of signing selected document and generating Digital Signature Certificate(DSC)

Generate OTP

AFTER THAT CLICK HERE AND YOU WILL RECEIVE AN SMS ON YOUR REGISTERED MOBILE NO. IN AADHAAR CARD FOR DIGITALLY APPROVING YOUR NOMINEE

Taskbar: start, e-Nomination (3).pdf, EPFO Circular PF - Corr....pdf, ProcessFlow_FilingOnli....pdf, e-Nomination (2).pdf, e-Nomination (1).pdf, Show all downloads...

System tray: 12:00 PM

Follow the instructions mentioned in the red ink on the below screen shot.

The screenshot shows the 'Digital Signing of Declaration' modal on the EPF India portal. The modal has a title bar with a close button. Inside, there's a section titled 'Authenticate OTP'. Below this, there's a text input field labeled 'Enter OTP' with a masked value '.....'. To the right of the input field, a red arrow points to it with the text: '1. NOW YOU HAVE TO ENTER HERE OTP RECEIVED ON YOUR REGISTERED MOBILE NO IN AADHAAR CARD'. Below the input field, there are two buttons: 'Sign Document' and 'Cancel'. A red arrow points to the 'Sign Document' button with the text: '2. NOW CLICK HERE FOR SIGN DOCUMENT DIGITALLY'. The background of the portal is dimmed, showing the 'EMPLOYEES' PROVISIONAL' header, a navigation menu with 'Home', 'View', and 'Manage', and a table of nomination entries. The table has columns for 'Nomination Entry Time', 'View', 'Edit', 'e-Sign', and 'Delete'. The first entry shows a time of '26-FEB-2018 11:55'. Below the table, there's a 'Showing page 1 of 1' indicator and 'Previous', '1', 'Next' navigation links. At the bottom, there's a 'Nomination History' section with a 'Display 10 records per page' dropdown and a 'Search:' field. The Windows taskbar at the very bottom shows the Start button, several open applications (Inbox, e-Nomination, New Microsoft Power...), and the system clock showing 12:03 PM on 2/26/2018.

https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=31-0-43D76F7B0EDC489B7B59E8576%...

EMPLOYEES' PROVISIONAL
MINISTRY OF LABOUR

Home View Manage

EPF details saved

Pending Nomination

Display 10 records per page

Nomination Entry Time View Edit e-Sign Delete

26-FEB-2018 11:55

Showing page 1 of 1 Previous 1 Next

Nomination History

Display 10 records per page Search:

Nomination Time VIEW

e-Nomination (3).pdf EPFO Circular PF - Corr....pdf ProcessFlow_FilingOnli....pdf e-Nomination (2).pdf e-Nomination (1).pdf Show all downloads...

start Inbox - mail_2017 - M... e-Nomination - Googl... New Microsoft Power... 12:03 PM

Finally below mention screen will be display that indicates that your e-nomination has been e-signed successfully.


← → ↺ 🏠

https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=31-0-43D76F7B0EDC489B7B59E8576: 📌 ☆

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UA [REDACTED] 🔍 A A A+ Logout

 **EMPLOYEES' PROVIDENT FUND**
MINISTRY OF LABOUR & EMPLOYMENT

[Home](#) [View](#) [Manage](#)

✔ EPF details saved

Pending Nomination

Display 10 records per page

Nomination Entry Time	View	Edit	e-Sign	Delete
26-FEB-2018 11:55				

Showing page 1 of 1

Previous 1 Next

Nomination History

Display 10 records per page

Search:

Nomination Time	VIEW
-----------------	------

unifiedportal-mem.epfindia.gov.in says:

Nomination request e-signed successfully.

OK

Digital Signing of Declaration

Authenticate OTP

YOU WILL GET THIS NOTIFICATION FOR CONFIRMATION OF YOUR NOMINATION REQUEST E-SIGNED SUCCESSFULLY

Enter OTP

Sign Document Cancel

e-Nomination (3).pdf

EPFO Circular PF - Corr....pdf

ProcessFlow_FilingOnli....pdf

e-Nomination (2).pdf

e-Nomination (1).pdf

Show all downloads...

start

Inbox - mail_2017 - M...

e-Nomination - Googl...


New Microsoft Power...

12:03 PM

Now you can view your nominee details by click on View tab

← → ↺ 🏠 https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=14-10-9B544EE268EACEF4264F356D3D& 📱 🌐

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

UAN : [REDACTED]

-A A A+ Logout

🏠 Home View Manage Account Online Services

**NOW YOU CAN VIEW YOUR NOMINATION DETAIL BY
CLICK HERE AND THE PDF FILE WILL BE DOWNLOAD IN
WHICH NOMINATION DETAILS WILL BE MENTION IN
FORM - 2.**


Nomination History

Display

10

 records per page

Search:

Nomination Time	VIEW
22-FEB-2018 14:53	

Showing page 1 of 1

Previous

1

Next

Windows taskbar showing the Start button, taskbar icons (Google Chrome, Microsoft Edge, Outlook), and the system tray with the time 12:06 PM.

Downloaded PDF file will be shown like below mentioned screen shot in which your nominee details will be shown in form - 2

The Employees' Pension Scheme, 1995

FORM 2
EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952
[Paragraphs 33 AND 61(1)]
EMPLOYEES' PENSION SCHEME, 1995
[Paragraphs 18]

DECLARATION AND NOMINATION FORM UNDER THE EMPLOYEES' PROVIDENT FUNDS SCHEME AND EMPLOYEES' PENSION SCHEME

1. UAN : [REDACTED]
2. Name (in block letters) : [REDACTED]
3. Father's / Husband's Name : [REDACTED]
4. Date of Birth : 07/08/1980
5. Gender : MALE
6. Marital Status : MARRIED
7. Address (Permanent) : [REDACTED] SURAT, GUJARAT -
8. Address (Temporary) : [REDACTED] SURAT, GUJARAT -
9. (A) Date of Joining of EPF Scheme, 1952 : 30/10/2017
(B) Date of Joining of EPF Scheme, 1971 : --
(C) Date of Joining of EPF Scheme, 1995 : 30/10/2017

PART A (EPF)

I hereby nominate person(s) / cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death:

Name of the Nominee / Nominees	Address	Nominees's relationship with the Member	Date of Birth	Total amount or share of accumulations in Provident Fund to be paid to each nominee	If the Nominee is minor, name and relationship and address of the guardian who may receive the amount during the minority of nominee
(1)	(2)	(3)	(4)	(5)	(6)
[REDACTED]	[REDACTED] SURAT, GUJARAT-395009	Wife	[REDACTED]	100%	--

1. *Certified that I have no family as defined in Para 2(g) of the Employees' Provident Funds Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
2. *Certified that my father/mother is/are dependant upon me.

(Signature is not required as the document is to be digitally signed)

The Employees' Pension Scheme, 1995

PART B (EPS) (Para 18)

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children pension in the event of my death:

Sl. No.	Name and Address of the Family members	Address	Date of Birth	Relationship with the member
(1)	(2)	(3)	(4)	(5)
1	[REDACTED]	[REDACTED]	[REDACTED]	Wife

*Certified that I have no family as defined in Para 2(vii) of the Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension admissible under para 16(2)(a) (i) and (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name and Address of the Nominee	Date of Birth	Relationship with the member
--	--	--

Date : 22-Feb-2018

(Signature is not required as the document is to be digitally signed)

THANK YOU