

## Procedure of E-Nomination in EPFO Portal

### E-NOMINATION (Objective)

The ultimate objective of maintaining a nomination (Form-2) is to ensure that funds are made available in a timely manner to the nominee in the unfortunate event of the death of the member. Hence it is important to ensure that every PF / EPS member has provided information of his/her nominee's details to enable settlement of funds in a seamless manner.

Employees' Provident Fund Organization (EPFO) allows subscribers to submit their Provident Fund (PF) account's nomination details online via its official portal- <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

Only the nominated members can withdraw the EPF savings in the event of subscriber's sudden demise.


Subscribers can nominate more than one nominee and also fix the percentage of sharing among all such nominees.

## **E-NOMINATION (PRE-REQUISITES)**

- **UAN should be activated.**
- **Verified Aadhar details should be linked with UAN.**
- **Mobile number should be linked with Aadhar.**
- **Member UAN profile should be updated with all details including address and passport size photograph.**
- **Passport size photos of all nominees (size 3.5 cm x 4.5 cm).**
- **Aadhar, Address & bank account details of all nominees.**


## E- NOMINATION (PROCEDURE)

Login to UAN member portal <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>





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



Universal Account Number (UAN)  
**MEMBER e-SEWA**





Dear EPF Members !!


**Important notice about Bank Account Linking with UAN. Click here to read** 

 [Appeal of Central Vigilance Commission. Click here to view.](#)

 [Appeal from Central Vigilance Commission. Click here to read.](#) 

 EPFO NEVER ASKS YOU TO SHARE YOUR PERSONAL DETAILS LIKE AADHAAR, PAN, BANK DETAILS ETC OVER PHONE.

 EPFO NEVER CALLS ANY MEMBER TO DEPOSIT ANY AMOUNT IN ANY BANK.

 PLEASE DO NOT RESPOND TO SUCH CALLS.






**Benefits of Registration**

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

**NOTE**


- ✓ Members with authenticated Aadhaar and Bank details seeded against their UAN can now submit their PF Withdrawal/Settlement/Transfer claims online.
- ✓ One mobile number can be used for one registration only.
- ✓ A member can view the passbooks of the EPF accounts which has been tagged with UAN.

**Important Links**

-  [Activate UAN](#)
-  [Know your UAN](#)
-  [Direct UAN Allotment by Employees](#)
-  [Death claim filing by beneficiary](#)
-  [UAN Allotment for Existing PF](#)

UAN

Password



Captcha

[Forgot Password](#)

Open “View” >> “Profile” and update all the details of the member if any field is kept unfilled

Home

View

Manage

Account

Online Services

Member

PROFILE

SERVICE HISTORY

UAN CARD

PASSBOOK

Change Photo

Quick Links

Passbook

Service & Nomination

Member Details

Name		
Date Of Birth	07/01/1964	
Gender	FEMALE	
Father's/ Husband's Name	RAMESH	
Relation	HUSBAND	
Is International Worker	NOT AVAILABLE	
Qualification	POST-GRADUATE	
Marital Status	MARRIED	
Permanent Address	Not Available	
Current Address	Not Available	
Differently Abled	NO	

**E- nomination cannot proceed without uploading member photo.**  
**Member photo can be uploaded through >> PROFILE >> CHANGE PHOTO option**

Home
 View
 Manage
 Account
 Online Services

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Member Details

- PROFILE
- SERVICE HISTORY
- UAN CARD
- PASSBOOK

Member Details

Name		
Date Of Birth	07/01/1964	
Gender	FEMALE	
Father's/ Husband's Name	RAMESH	
Relation	HUSBAND	
Is International Worker	NOT AVAILABLE	
Qualification	POST-GRADUATE	
Marital Status	MARRIED	
Permanent Address	Not Available	
Current Address	Not Available	
Differently Abled	NO	

Quick Links

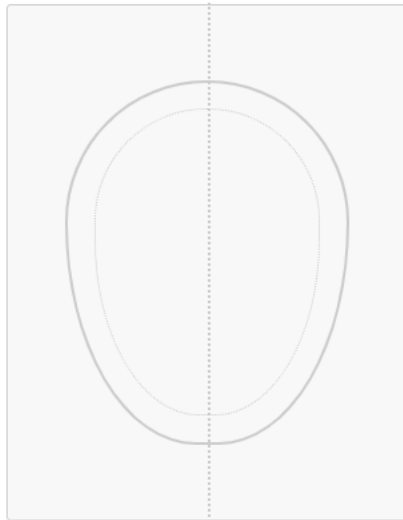
Passbook


Service & Nomination

## Upload the Photo (3.5cm x 4.5cm) through the Browse option

### Upload Photograph

- The photograph is to be taken using a digital camera.
- 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 or jpg or png format.



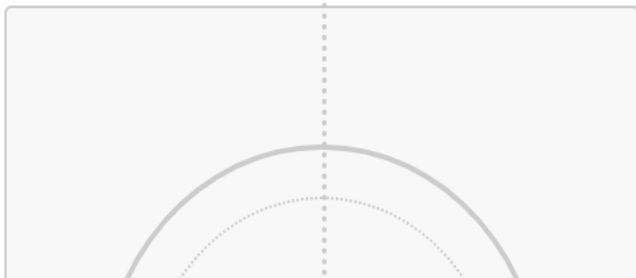
 Preview Image Here...

## Things to remember while uploading the Photo

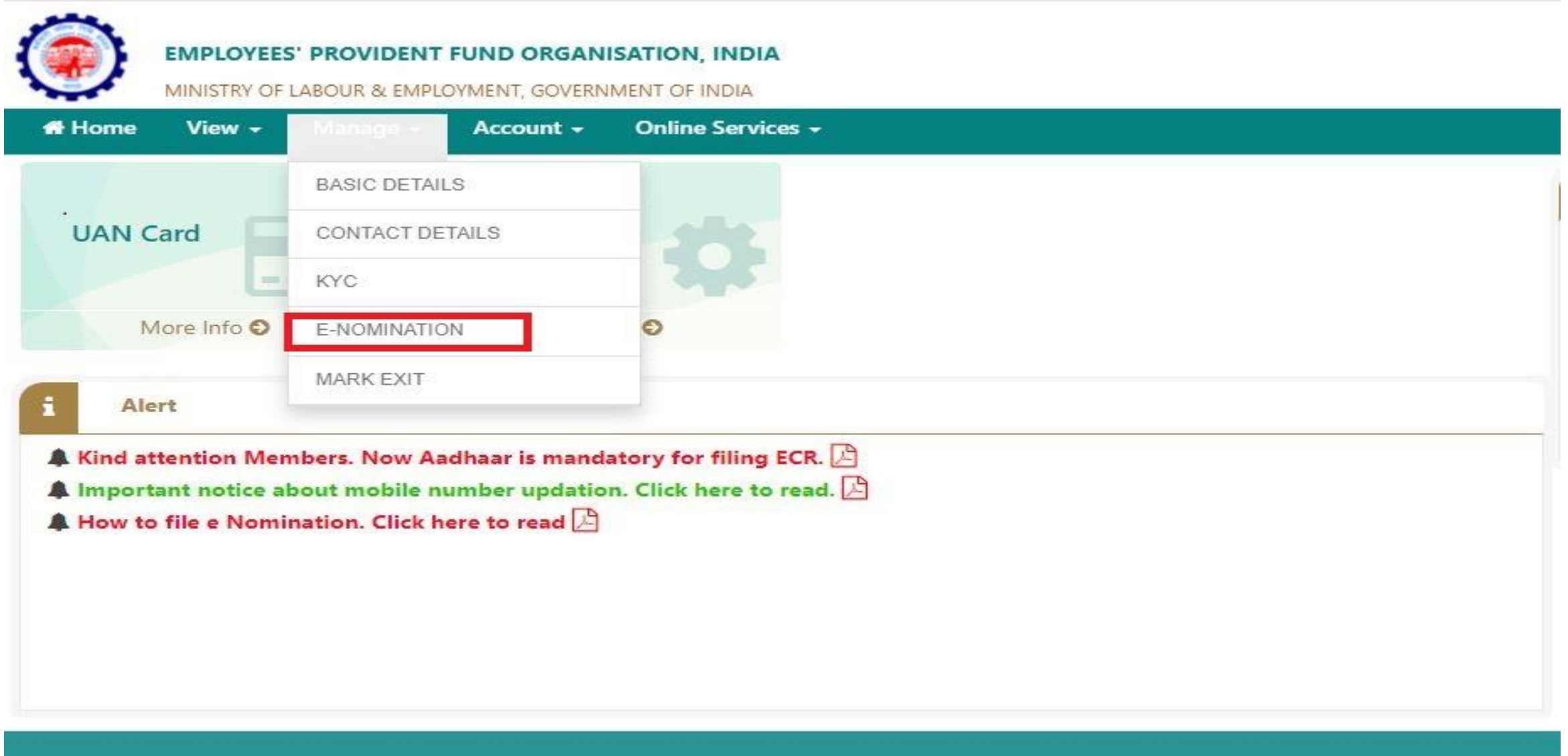
[Home](#) [View](#) [Manage](#) [Account](#) [Online Services](#)

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Once member profile is updated successfully, you can start E-Nomination process by selecting following tab  
>> **Manage** >> **E-Nomination**



The screenshot displays the EPFO India website interface. At the top left is the EPFO logo, followed by the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A teal navigation bar contains the following tabs: Home, View, Manage, Account, and Online Services. The "Manage" tab is selected, and its dropdown menu is open, showing options: BASIC DETAILS, CONTACT DETAILS, KYC, E-NOMINATION (highlighted with a red border), and MARK EXIT. Below the navigation bar, there is a "UAN Card" section with a "More Info" link. An "Alert" section is visible below, containing three notifications: "Kind attention Members. Now Aadhaar is mandatory for filing ECR.", "Important notice about mobile number updation. Click here to read.", and "How to file e Nomination. Click here to read".

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

Home View **Manage** Account Online Services

UAN Card  
More Info

BASIC DETAILS  
CONTACT DETAILS  
KYC  
**E-NOMINATION**  
MARK EXIT

**Alert**

- Kind attention Members. Now Aadhaar is mandatory for filing ECR.
- Important notice about mobile number updation. Click here to read.
- How to file e Nomination. Click here to read



Select the appropriate option of “**Having family**”

Home

View

Manage

Account

Online Services

Family Declaration

Having Family?

Nomination History

Display 10 records per page

Search:

Sr No.	Status	Nomination Details	Nomination Date & Time
No Nomination History found			

Showing 0 to 0 of 0 entries

PreviousNext

Contact Us

FAQs

©2015. Powered by EPFO Tue 13, Apr 2021 (PV 2.7.7)

This site is best viewed at 1920 x 1080 resolution in Mozilla Firefox 58.0+

Fill up the necessary details in all the columns and upload the photograph of the nominee and then SAVE.  
“**ADD ROW**” option can be used to add details of multiple nominees if required

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

Family Declaration

Having Family? ☒ Yes ☐ No

Add Family Details

<input type="text" value="Enter AADHAAR No."/>	<input type="text" value="Max 85 characters"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="--Select Gender--"/>	<input type="text" value="--Select Relation--"/>	<input type="text" value="Locality (Max Length 30 char)"/> <input type="text" value="Street (Max Length 30 char)"/> <input type="text" value="City"/> <input type="text" value="Select State"/> <input type="text" value="--Select District--"/> <input type="text" value="6 Digit Pin Code"/>	<input type="text" value="IFSC :"/> <input type="text" value="Enter IFSC Code"/> <input type="text" value="Branch Name :"/> <input type="text" value="Branch Name"/> <input type="text" value="Account Number :"/> <input type="text" value="Enter Bank Account No"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
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- Now select and then SAVE the **EPF Nomination** details submitted.
- Similar steps are to be followed in the case of **EPS Scheme separately**, like filling the nominee details and then SAVE the details.
- Further both the nominations are to **digitally signed through e-signature of the MEMBER**

Now the nomination details are to be approved through e-sign (**USING AADHAR**)

On clicking “**e-sign**”, you will have to provide the consent for e-signing.


### Employees' Provident Fund Organisation, India

Ministry of Labour & Employment, Government of India




☐ 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.


Once the consent is provided, you will get 2 options for e-signing i.e. through Aadhar Number or Virtual ID



Ministry of Electronics and  
Information Technology  
Government of India




Digital India  
Power To Empower



सी डी ई सी  
C-DAC  
CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

You are currently using C-DAC eSign Service and have been redirected from




Hastakshar  
हस्ताक्षर  
C-DAC's eSign Service


### Aadhaar Based e-Authentication

View Document Information


☒ Aadhaar Number ☐ Virtual ID



Enter Your Aadhaar Number



Get Virtual ID



Enter Your Aadhaar OTP


Get OTP

Cancel


If you select option of Aadhar number for e-signing, then you have to enter your Aadhar number and click on **“Get OTP”**. OTP will be sent to your Aadhar linked registered mobile number. Enter the OTP and you can proceed with E-signing.

If you select option of Virtual ID, then enter your Virtual ID and enter the OTP sent to your registered mobile no. and proceed with E-signing.

If you want to generate your Virtual ID then please follow the below mentioned steps.  
Please login to [www.uidai.gov.in](http://www.uidai.gov.in) site for creation of “**VIRTUAL ID**”



Unique Identification Authority of India  
Government of India




AADHAAR

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Get Aadhaar	Update Your Aadhaar	Aadhaar Services	About Your Aadhaar	Aadhaar On Your Mobile
Locate an Enrolment Center	Update Aadhaar at Enrolment/Update Center	Verify an Aadhaar Number	What is Aadhaar	mAadhaar for Android
Book an Appointment	Check Aadhaar Update Status	Verify Email/Mobile Number	Features of Aadhaar	mAadhaar App links for iOS <a href="#">🔗</a>
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Download Aadhaar	Check Online Demographics Update Status	Aadhaar Paperless Offline e-kyc (Beta)	Aadhaar Enrolment	Aadhaar Enrolment/Update Form
Retrieve Lost or Forgotten EID/UID	Aadhaar Update History	Check Aadhaar/Bank Linking Status	Aadhaar Generation	List of Supporting Documents
Order Aadhaar PVC Card		Lock/Unlock Biometrics	Updating Data on Aadhaar	Charges for Various UIDAI Services at Aadhaar Kendra (PEC)
Check Aadhaar PVC Card Status			Security in UIDAI system	
			Aadhaar Myth Busters	

Provide the **Aadhar number** followed by Captcha,OTP will be sent to registered mobile no.



Unique Identification Authority of India  
Government of India



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My Aadhaar > Aadhaar Services > Virtual ID (VID) Generator

### Generate / Retrieve Virtual ID


VID is a temporary, revocable 16-digit random number mapped with the Aadhaar number. VID can be used in lieu of Aadhaar number whenever authentication or e-KYC services are performed. Authentication may be performed using VID in a manner similar to using Aadhaar number. It is not possible to derive Aadhaar number from VID.

Create or retrieve lost / forgotten a 16 digit Virtual ID for your Aadhaar.


Enter 12 digit Aadhaar number (UID)

Aadhaar Number \* 

12 Digit UID (1234/1234/1234)

Captcha Verification \* 


Type the character you see in the picture.

o e b X R 

Send OTP

Or

Enter TOTP

 Frequently Asked Questions


Use Aadhaar Freely ▾

E-Aadhaar ▾


mAadhaar FAQs ▾

Aadhaar Paperless Offline e-kyc ▾


View All




The new  
mAadhaar app

now available on 

On entering OTP,16 digitVirtual ID will be sent to Aadhar registered mobile number



Unique Identification Authority of India  
Government of India



My Aadhaar ▾

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Ecosystem ▾

Media & Resources ▾

Contact & Support ▾

My Aadhaar > Aadhaar Services > Virtual ID (VID) Generator


OTP sent to your Registered Mobile number. Check your mobile.

Generate / Retrieve Virtual ID

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Create or retrieve lost / forgotten a 16 digit Virtual ID for your Aadhaar.

Enter 12 digit Aadhaar number (UID)


Aadhaar Number \* 

12 Digit UID (1234/1234/1234)

Send OTP


Or

Enter TOTP

Enter OTP/TOTP \* 

Please enter 6 digit OTP or 8 digit TOTP.

3 6 5 6 3 2

Generate/Retrieve VID \* 

☒ Generate VID

☐ Retrieve VID

Generate

Frequently Asked Questions

Use Aadhaar Freely ▾


E-Aadhaar ▾

mAadhaar FAQs ▾

Aadhaar Paperless Offline e-kyc ▾


View All

The new mAadhaar app

now available on 

INSTALL NOW

Uninstall any previous version and install the new mAadhaar App.







Now, in the **Nomination e-sign page**, enter virtual ID which is received from Aadhar portal and click on GET OTP On entering successful entry of OTP, the nomination will be signed digitally.



**Aadhaar Based e-Authentication**

 Enter Your Virtual ID

[Get Virtual ID](#)

 Enter Your Aadhaar OTP

[View Document Information](#)


Get OTP

Cancel

Not Received OTP? [Resend OTP](#)



The **PDF copy** of the nomination can be viewed by clicking on **VIEW** button



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

UAN : 

-A A A+ Logout


Home View Manage Account Online Services

Fill new nomination

Nomination History

Display 10 records per page

Search:

Nomination Time	VIEW
22-FEB-2018 14:53	

Showing page 1 of 1

Previous 1 Next

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.

Contact Us FAQs

Thank You