Employee Provident Fund (EPF)
eNomination on the portal

E-nomination facility – Unified Member Portal

Silent features of new e-Nomination functionality

- UAN should be activated

- Aadhaar should be verified & linked with UAN

- Mobile number of the member should be linked with Aadhaar

- Member should have uploaded his photo in the profile section (View>profile of Member)

- Aadhaar of all the nominees in e-nomination is mandatory

- Photo upload of all the nominees in e-nomination is mandatory

- Aadhaar based e-Sign by member in e-nomination is required

- Digitally signed nomination PDF will be available in the login account of member & field office

- No need to send any physical document to the employer after the online nomination is done

E-nomination facility – Unified Member Portal (cont'd)

Step 1

- Visit Unified Member Portal – Https://unifiedportalmem.epfindia.gov.in/memberinterface/ and login using UAN credential

- Photo of member should be available in profile (View>profile of Member)
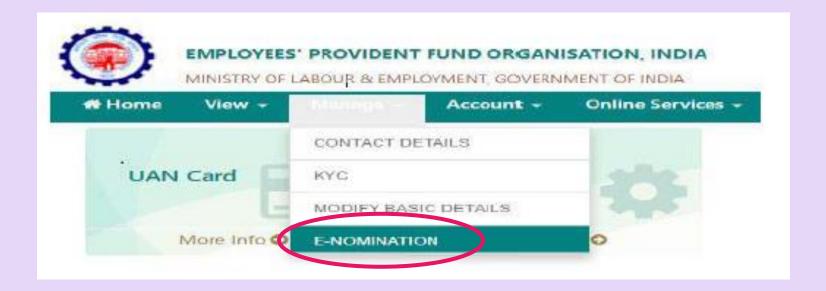
E-nomination facility – Unified Member Portal (cont'd)

🖥️	**Step 2**

- Click on E-nomination and you will be taken to the Profile Page

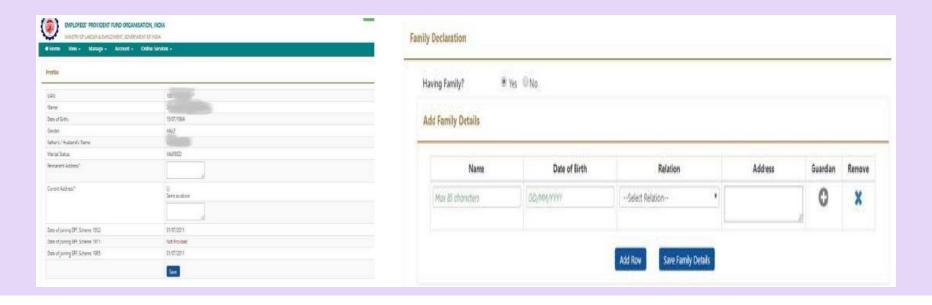# E-nomination facility – Unified Member Portal (cont'd)

Step 3

- Profile page shows your UAN number, name, date of birth and gender.

  - **Action:** Review / Updated your **Permanent Address & Current Address** and Save.

- In order to complete this process, your Date of Joining EPF Scheme must be registered with EPF account. In case it is not defined it will not allow you to save address and update nomination

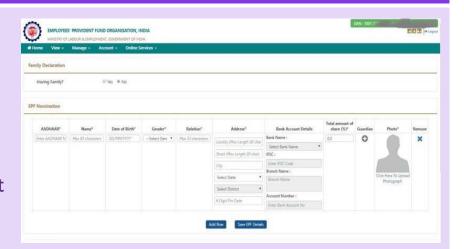# E-nomination facility – Unified Member Portal (cont'd)

Step 3

- After saving, the system prompt "Having Family: Yes/No"

- Choose option "Yes" to enter family details

- Use the "Add New" to add all the family members

- Aadhaar number and photo of all the family members are mandatory. Details like bank account number & IFSC code of family member (not mandatory to updated)

- After entering all the family details, click on "Save Family Details"

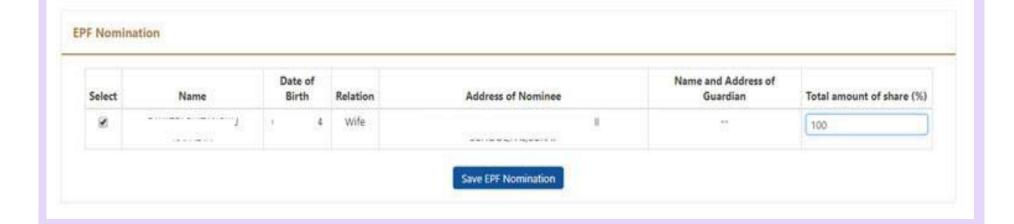- If the option "No" is selected, the system will directly prompt to PF Nomination details

E-nomination facility – Unified Member Portal (cont'd)

Step 5

- Select EPF nomination details from the family members & put the percentage share.

- Click on "Save EPF Nomination" tab

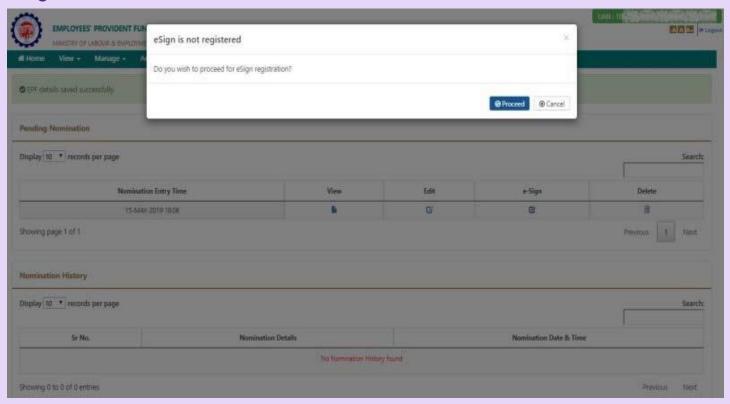# E-nomination facility – Unified Member Portal (cont'd)

	Step 6

- **e-sign for finalising nominations:** Click on the e-sign system – it prompt "If you want to proceed for e-sign registration"

E-nomination facility – Unified Member Portal (cont'd)

Step 7 - Creating an e-sign

- Virtual Id is mandatory which can be generated by visiting UIDAI official website

E-nomination facility – Unified Member Portal (cont'd)

Step 7 - Creating an e-sign

- Once you have created your virtual id, you need to enter the virtual id, click the checkbox & click on "Verify" tab

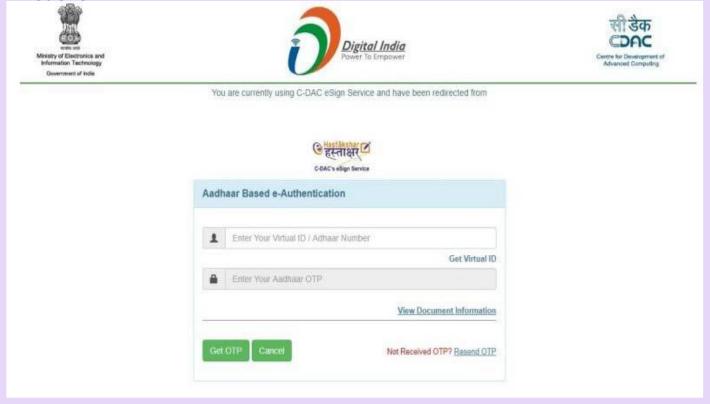**The screen will pop up once you verify the virtual id. Click on the checkbox to get the below screen**

E-nomination facility – Unified Member Portal (cont'd)

Step 7 - Creating an e-sign

- Enter the OTP received on your mobile number linked to Aadhaar to finish the process of e-signing the EPF nominations

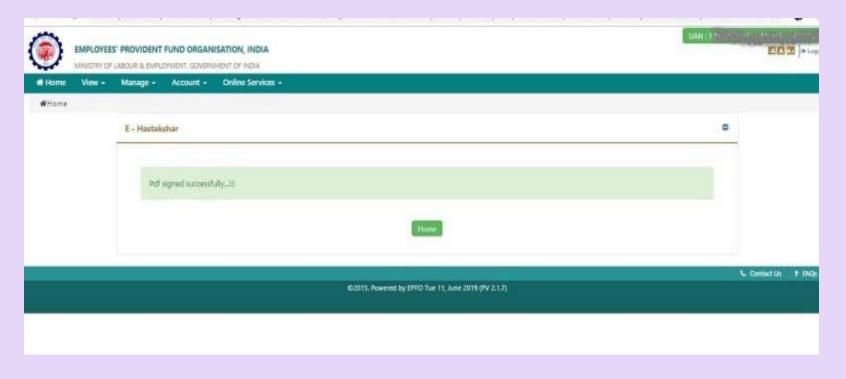# E-nomination facility – Unified Member Portal (cont'd)

Step 8

- After e-sign successfully, you can view nomination details in PDF

- Save the PDF copy for your future reference

Thank You

NatWest
Group