



# Employees' Provident Fund Organization ("EPFO")

# **Process to initiate EPFO payments**



- ✓ Visit <u>EPFO site</u> (<a href="https://unifiedportal-emp.epfindia.gov.in/epfo/">https://unifiedportal-emp.epfindia.gov.in/epfo/</a>)
- ✓ Login using your Electronic Challan cum Return (ECR) credentials
- ✓ Enter the required details for challan and Temporary Return Reference Number ("TRRN") generation
- ✓ Select 'Pay Online'
- ✓ Select "SBI Aggregator" from the select banks available for payment
- ✓ Select 'Yes Bank' under "Other Bank"
- ✓ Login by entering your inputter user ID and Password
- ✓ Select preferred account number to be debited and confirm the payment
- ✓ Authorizer also need to login to CNB to authorize the transaction under pending authorization.

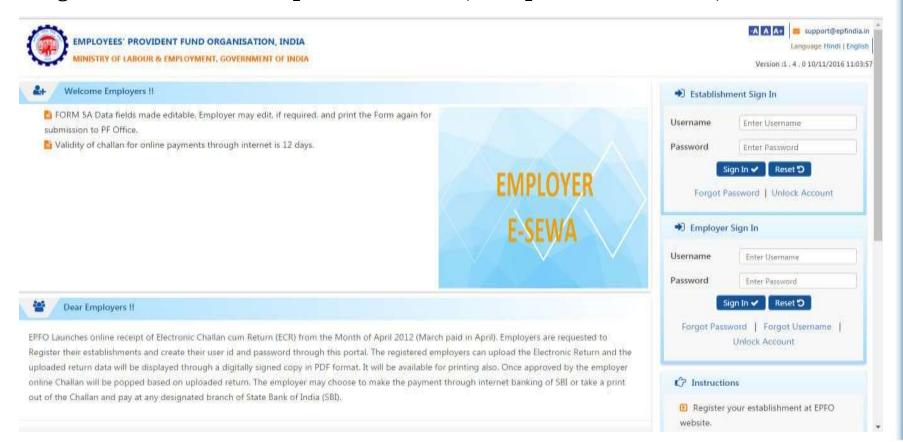
# **Key Pointers**



- ✓ Member organizations need to make payment to EPFO from  $1^{\rm st}$   $15^{\rm th}$  of every calendar month
- ✓ Transactions need to be initiated & authorized within the same day itself; transactions would not be available for authorization once the system date changes in CNB platform
- ✓ Corporate EPI option is pre-activated for all clients (existing / new) having transaction rights on the CNB platform
- ✓ Client account gets debited instantly post authorization.
- ✓ Post successful authorization, client can download the payment receipt from EPFO websit.

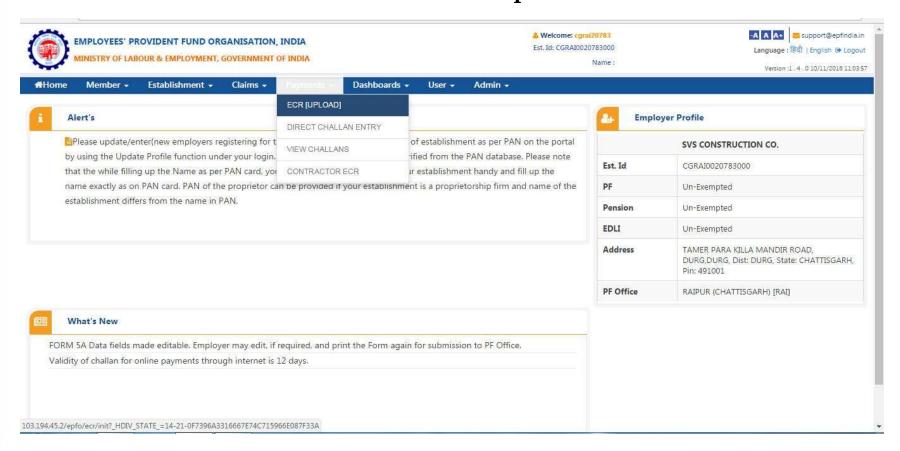


# Login into Unified web portal of EPFO (ECR portal credentials)



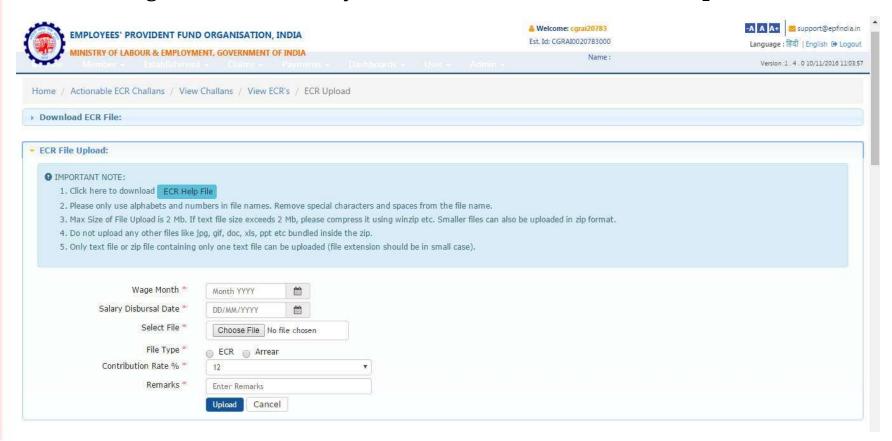


# Select "PAYMENT" Menu item for "ECR Upload"



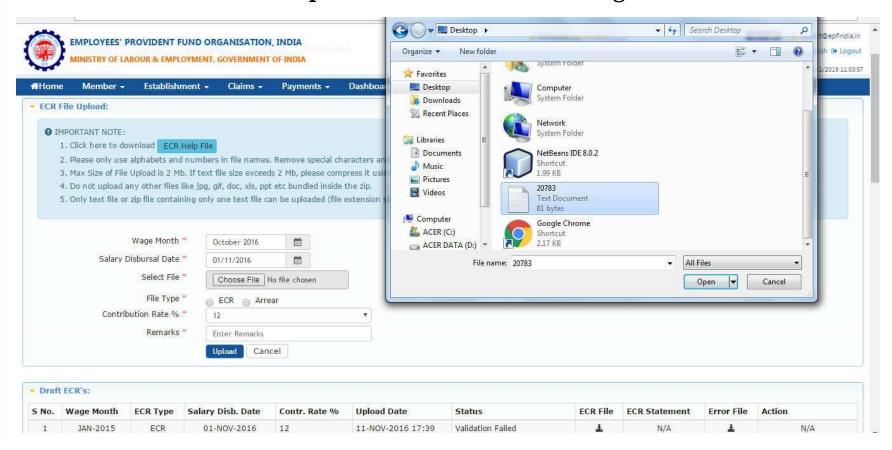


# Select "Wage Month", "Salary Disbursal Date" in the "ECR Upload" Screen.



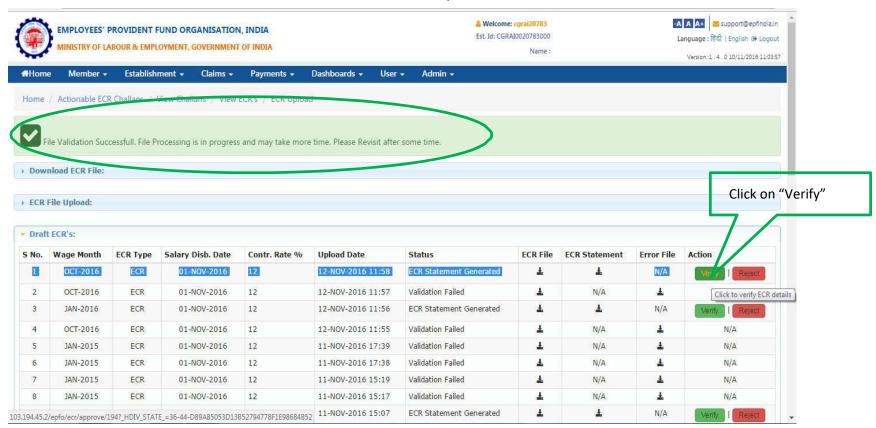


# Select ECR text file to be uploaded for the selected Wage month.



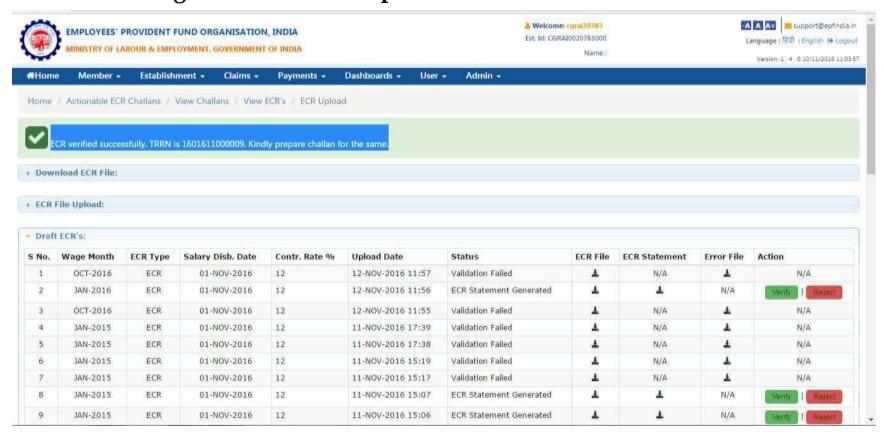


Uploaded ECR file will be validated for predefined conditions. If successfully validated, the following screen will appear with a message "File Validation Successful". Otherwise, Error will come.



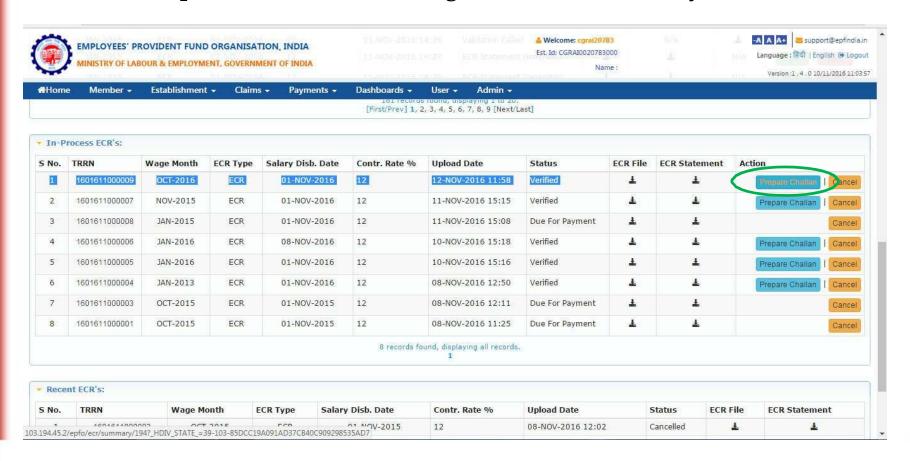


# TRRN will be generated for the uploaded ECR file.



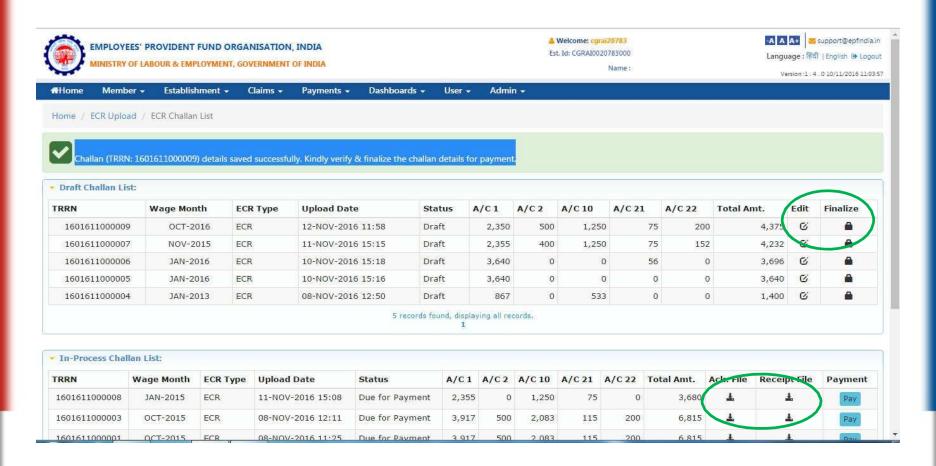


# Click on "Prepare Challan" button to generate ECR summary sheet



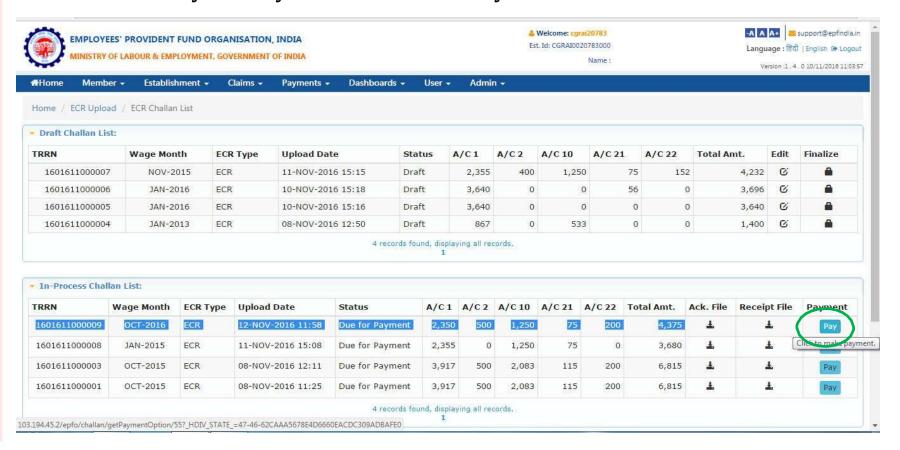


Click on "Finalize" button after verifying the challan amount. Client can download Acknowledgement file and Receipt file from the "In-Process Challan List".



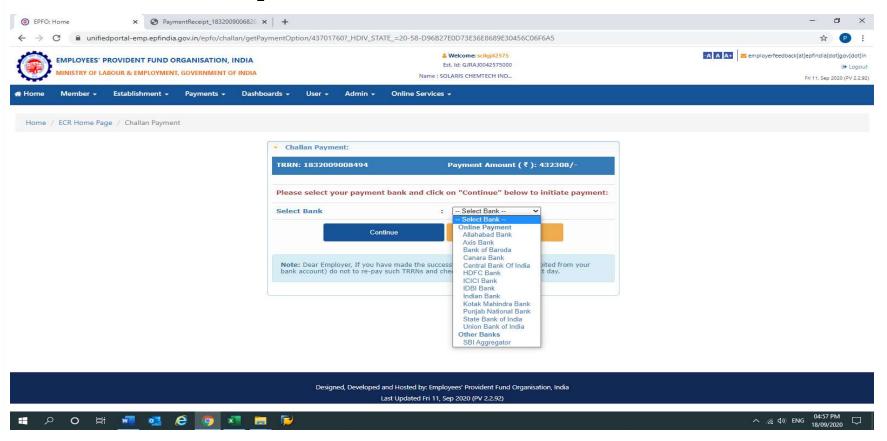


# Challan is ready for Payment. Click on "Pay" button.





Select "Online" and select "SBI Aggregator" from the list of banks under "Select Bank", then Click on "Continue". Click on "Other Banks" and select "Yes Bank" for further process





Authorizer will authorize the transaction under "Pending Authorization" and account will be debited. Client can download the Payment receipt directly from EPFO website.

