



# Steps to Generate UAN (Universal Account Number)

### **Prerequisites For UAN Generation**

- To generate UAN you will need less than 10 mins if following things are handy
- Your Aadhaar Card
- Your <u>Mobile number which is linked with Aadhaar Card, as</u> you will get OTP after every process
- You will require TCS PF Code which is "MHBAN0048475000"
- You need to enter Personal details like
  - Your Name as per Aadhaar card
  - Aadhaar Card Number
  - Father/Husband Name
  - Marital Status
  - Personal Email ID
  - Qualification



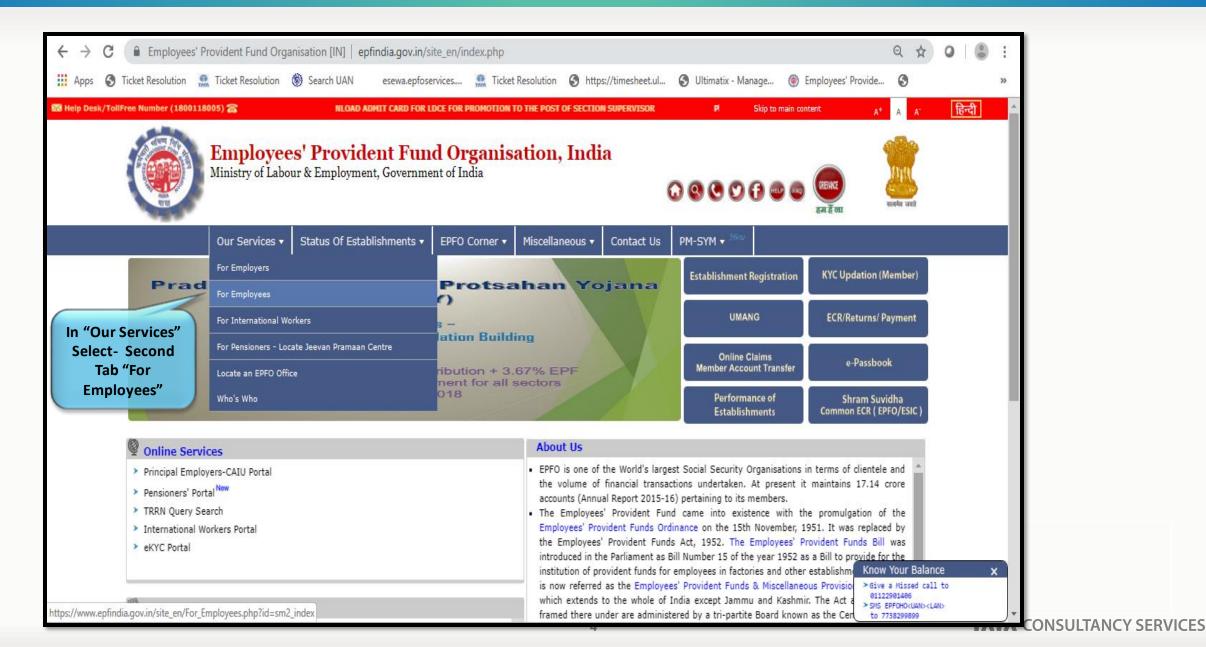


#### **UAN Generation Process**

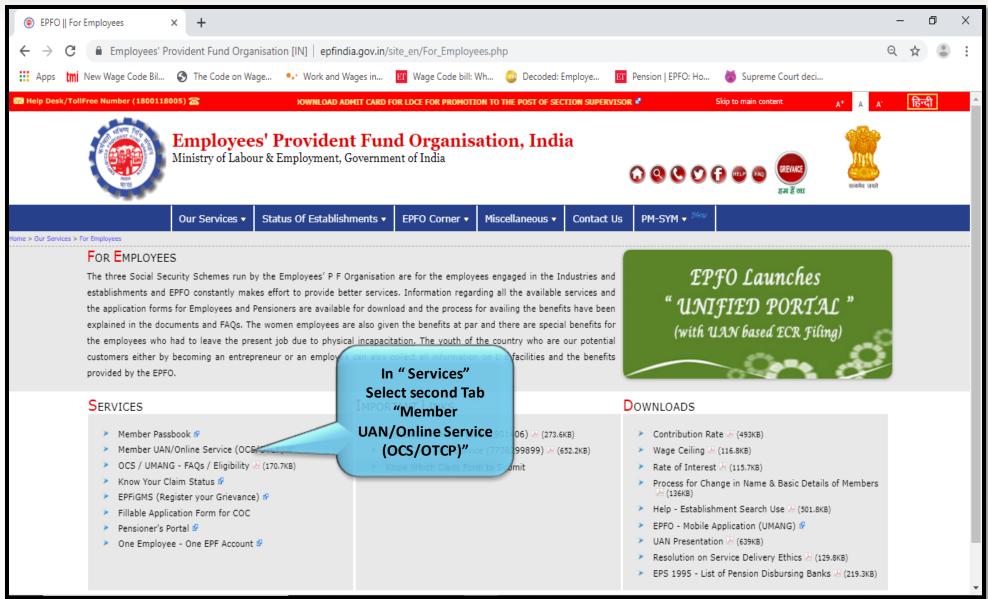
https://www.epfindia.gov.in/site\_en/index.php



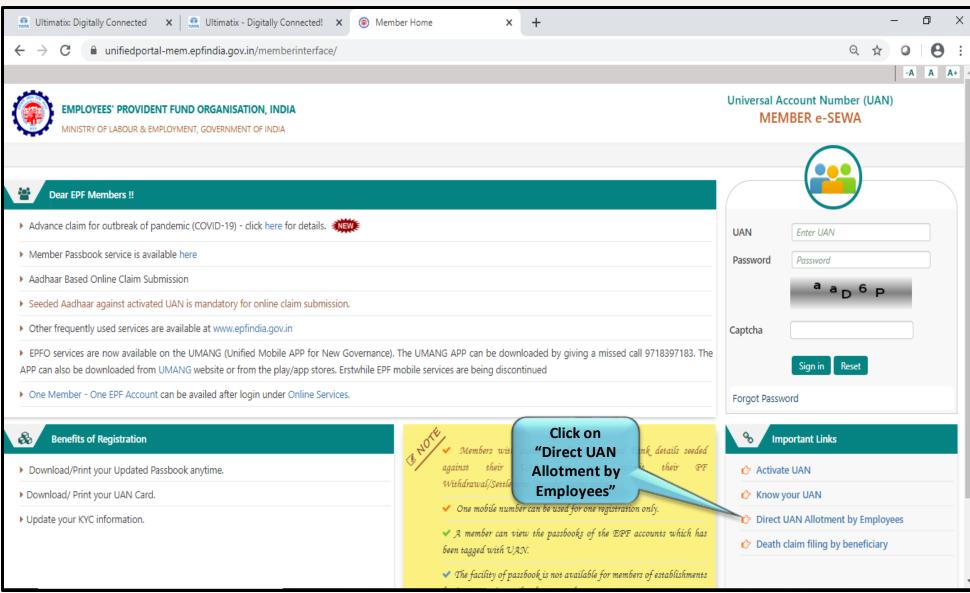




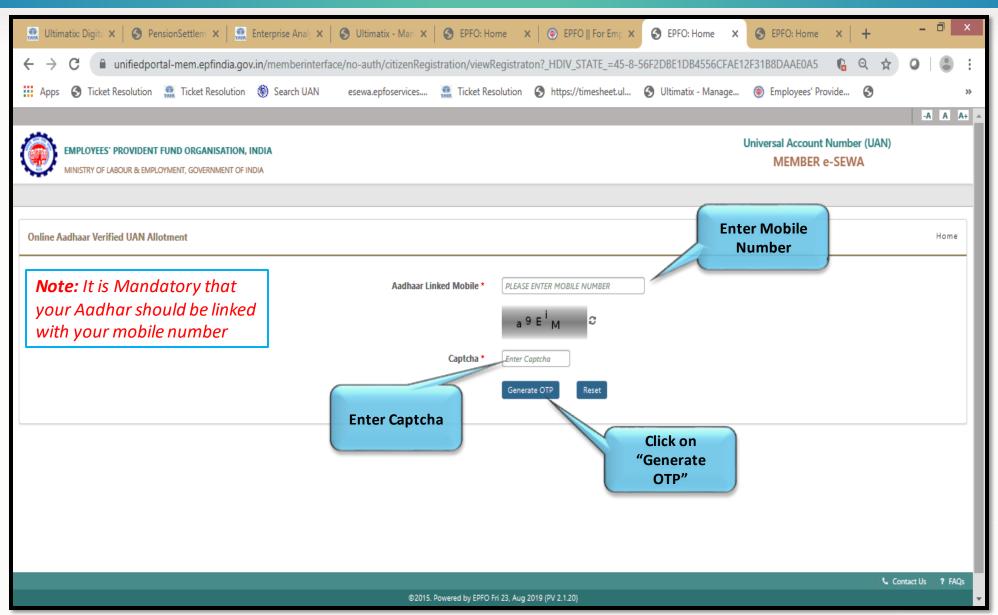




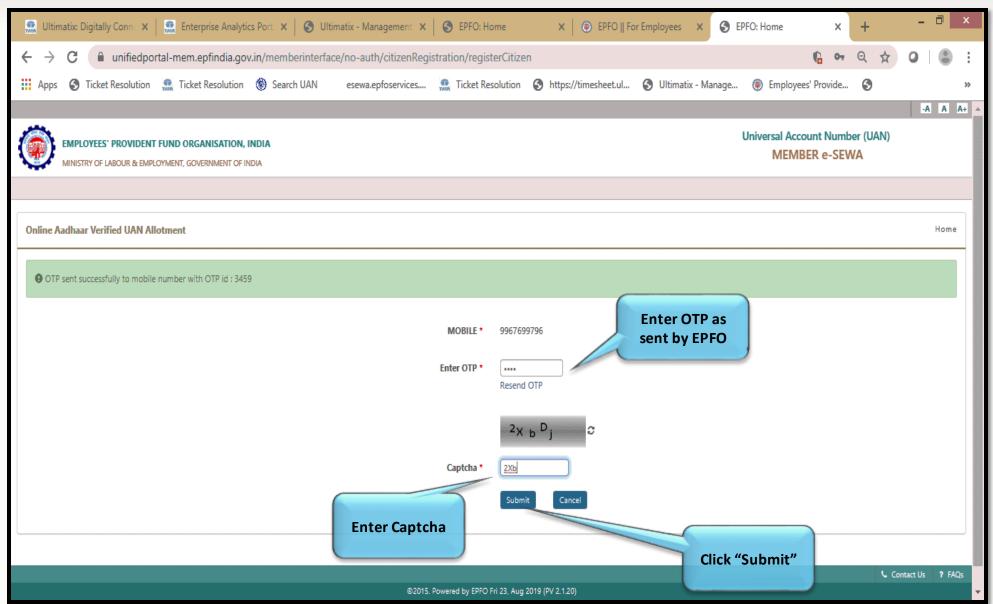




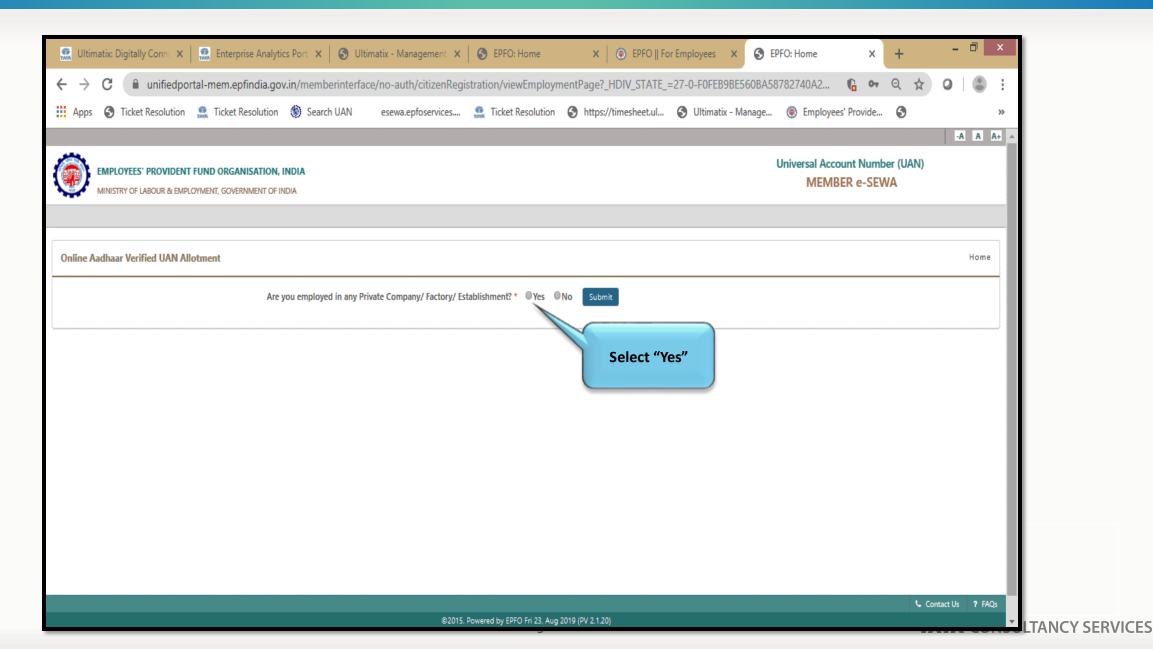




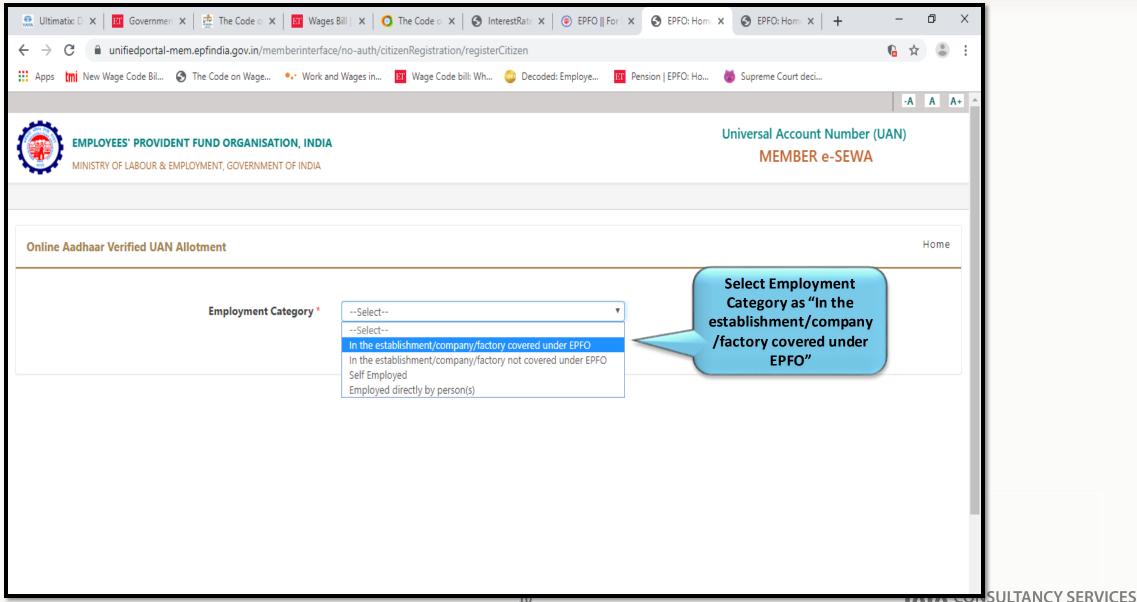




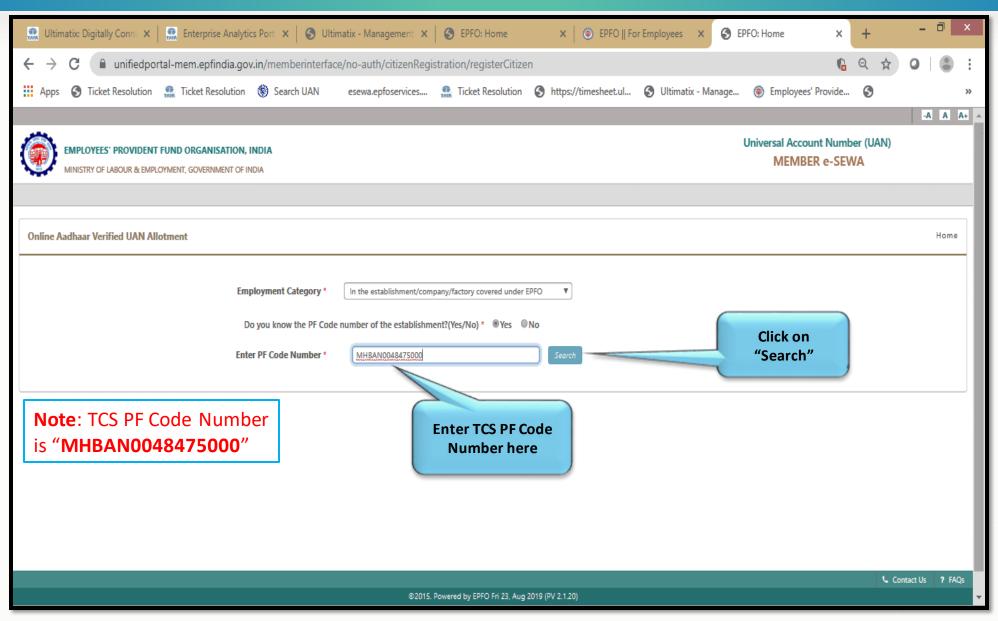




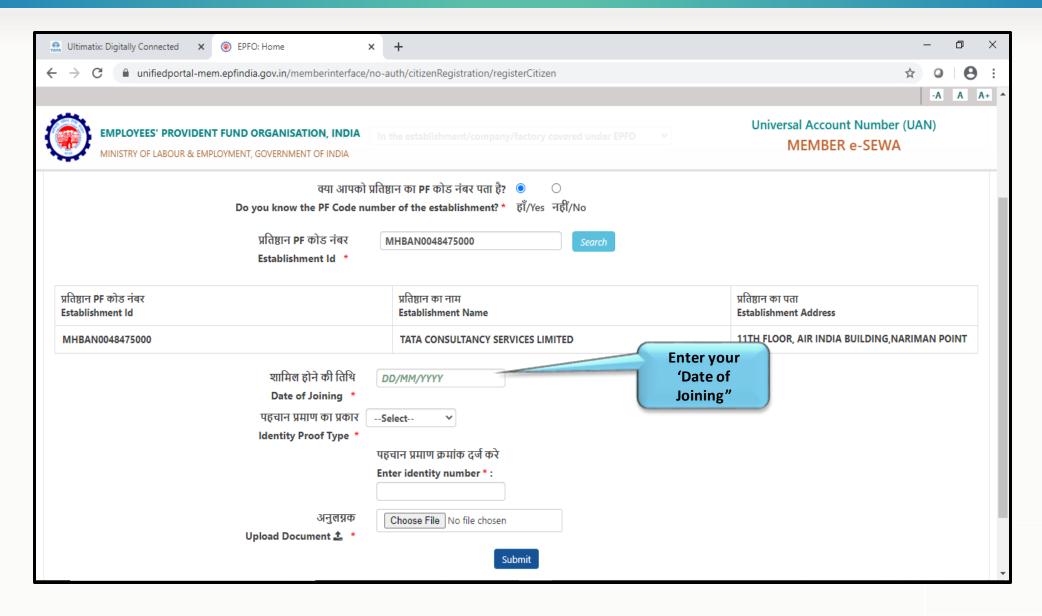




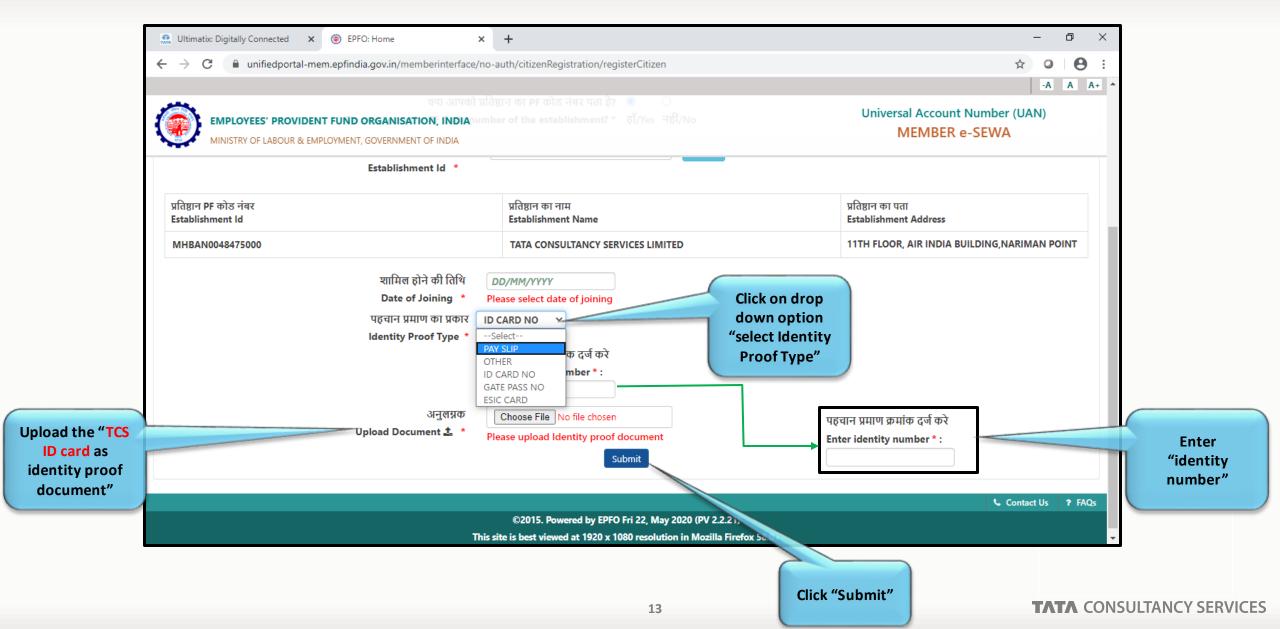




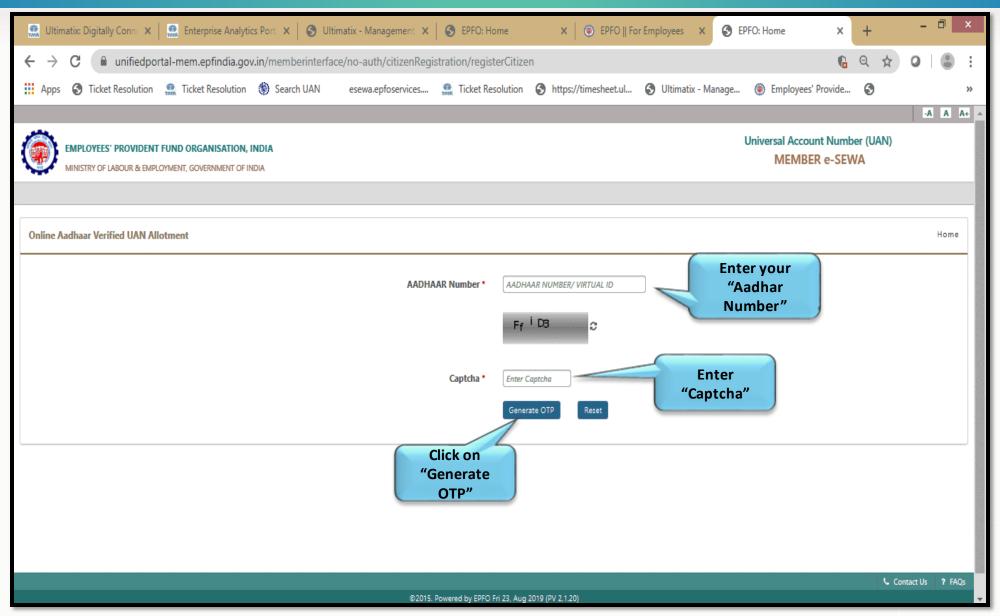




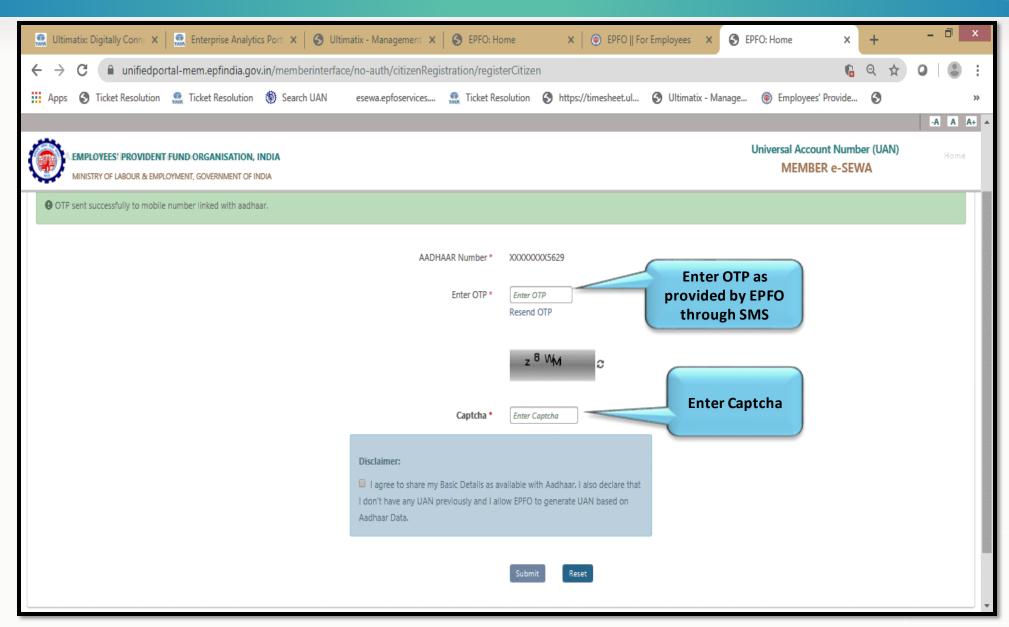




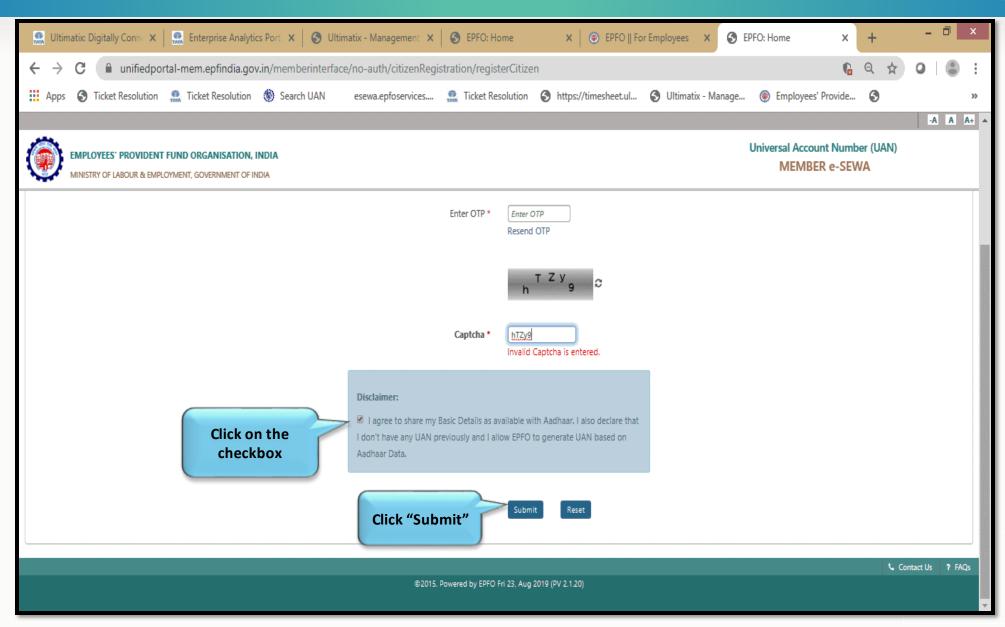




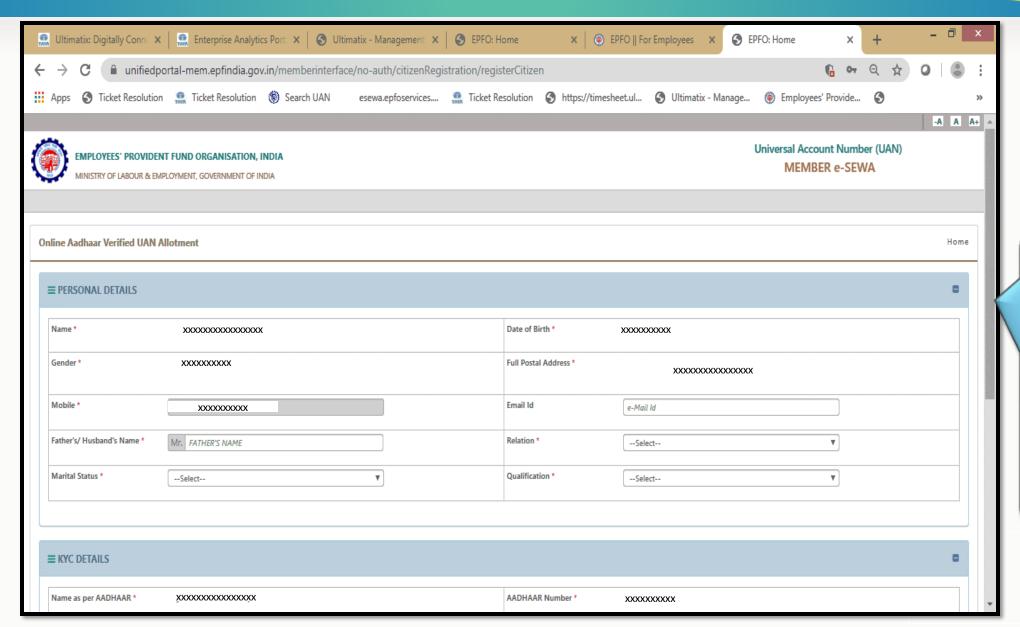








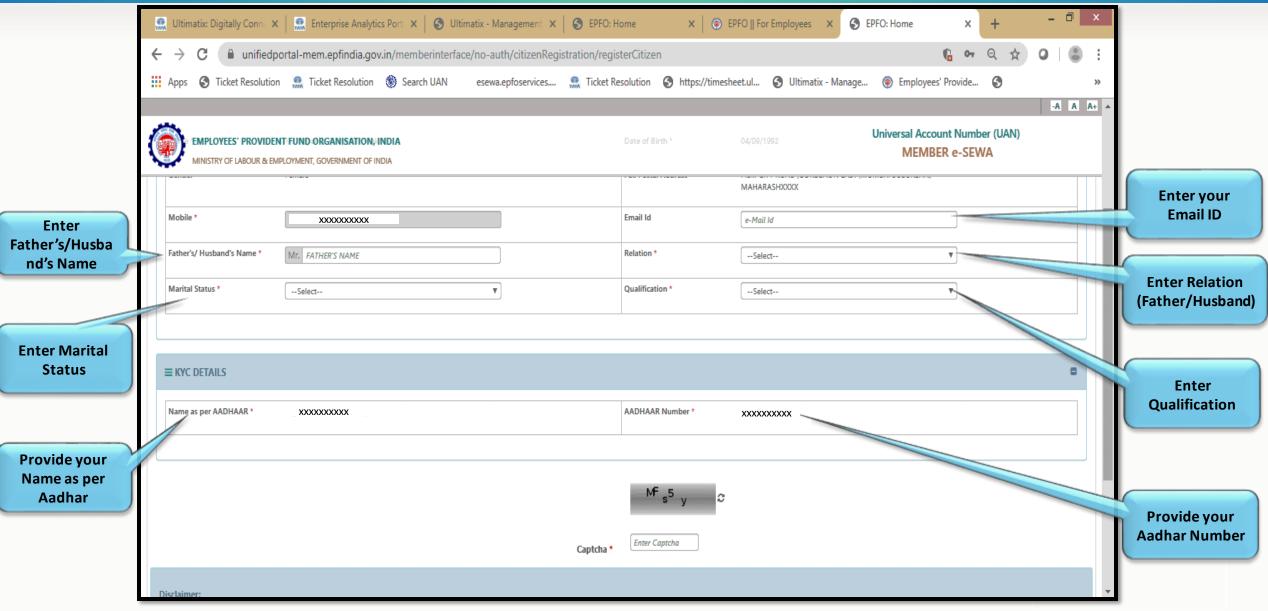




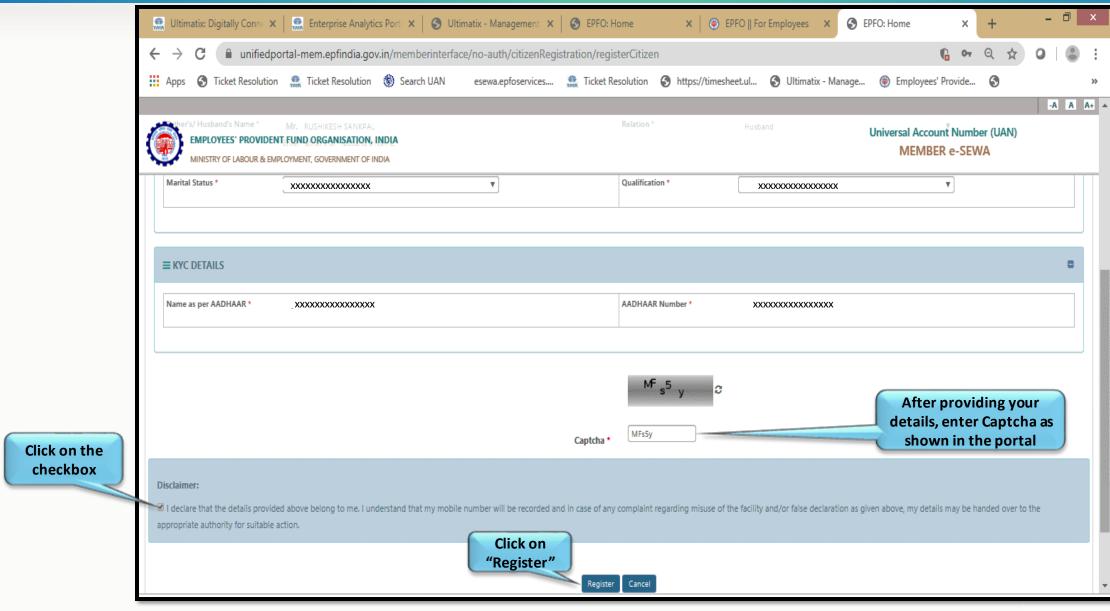
submitting, a page will appear displaying personal details (along with missing details which you have to fill) and KYC **Details** 

**After** 

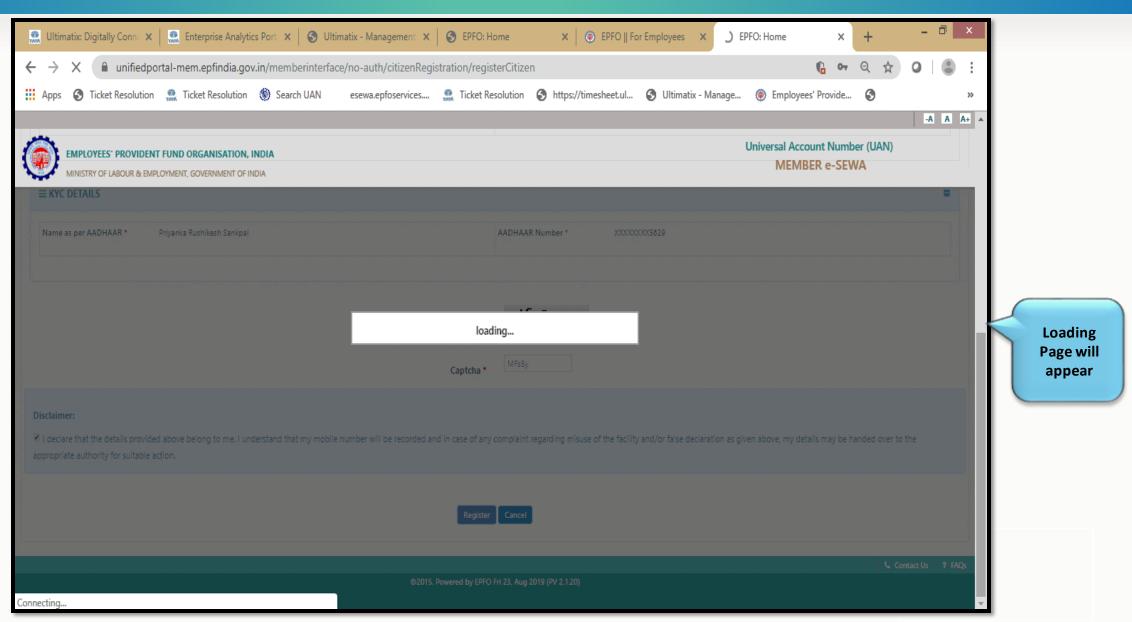




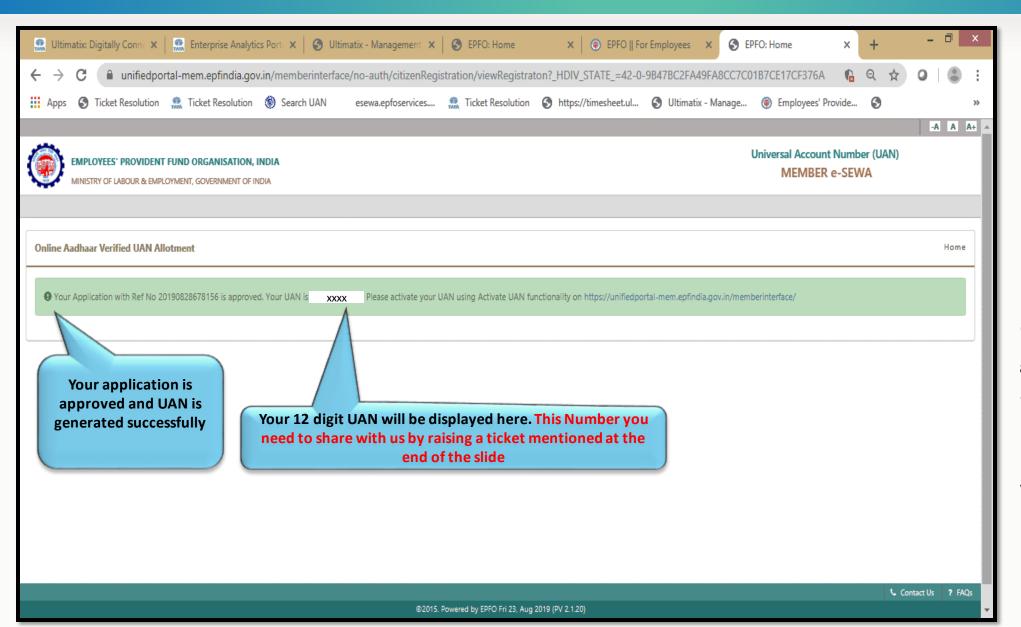












#### Note:

Once UAN is generated and activated You can raise PF Withdrawal request after 7 working days.



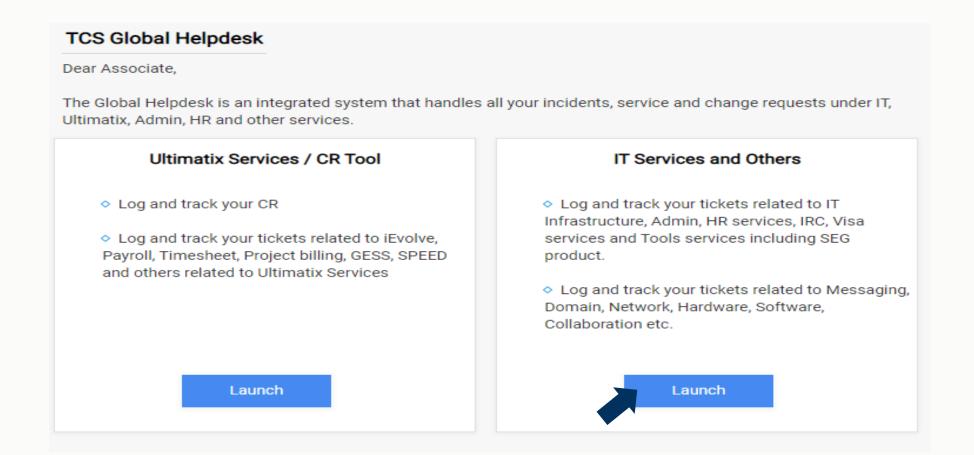
#### Note:

- If due to some reason you are unable to generate and activate UAN, Please follow below process by providing your E-Aadhaar (which has complete D.O.B in dd/mm/yyyy format) by raising a ticket at Ultimatix > Employee Services > TCS Global Helpdesk > IT Service and Others > Raise New IT/HR/Admin/IRC/Other ticket > HR Services Retirals UAN. (Steps with screenshots are given in next slides)
- Once UAN is generated and activated You can raise PF Withdrawal request after 7 working days.



Steps to Raise ticket under Retiral UAN.

Raise GHD ticket in Ultimatix (TCS Global Helpdesk > IT Service and Others)



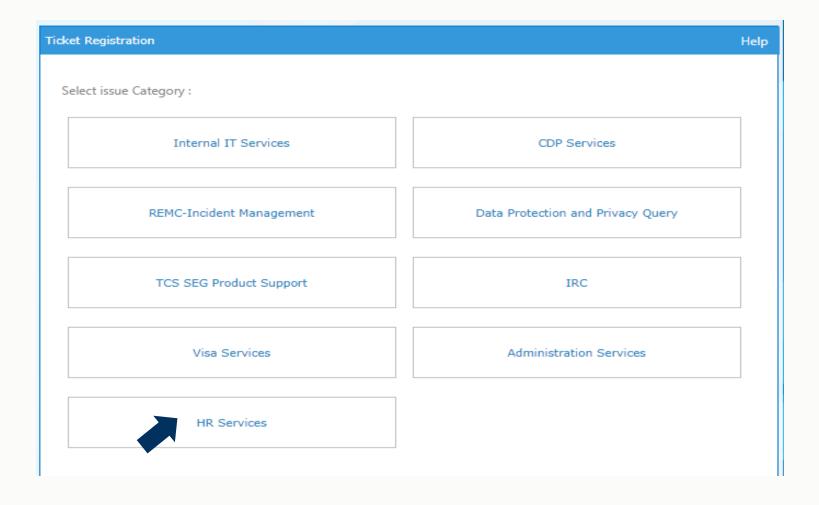


#### 2. Raise New IT/HR/Admin/IRC/Other ticket



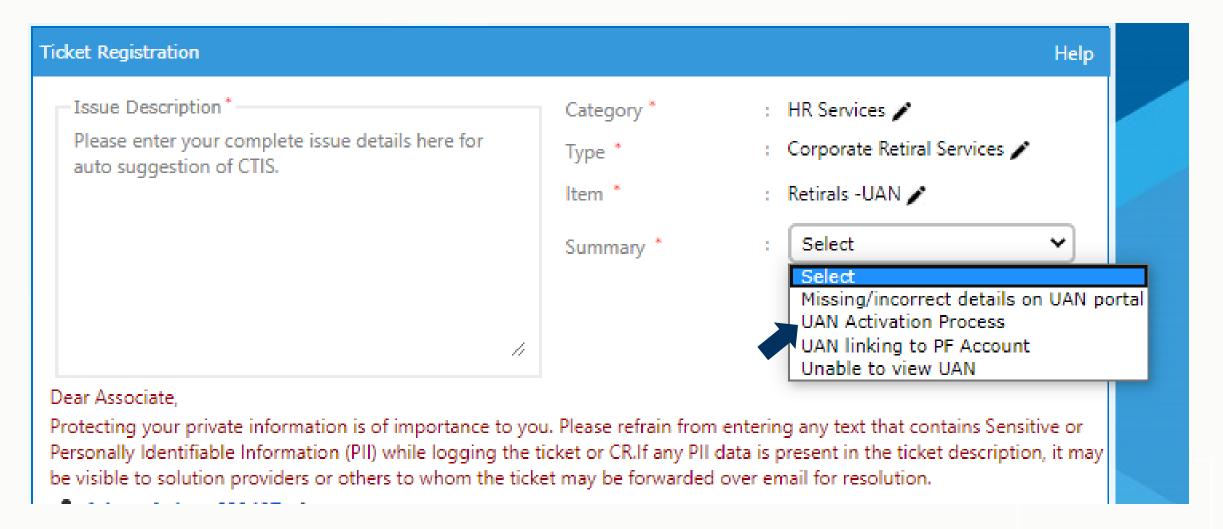


#### 3. Select HR Services





4. Select Proper category to generate UAN and raise the ticket.





#### **Steps to Activate UAN (Universal Account Number)**

Your Universal Account Number (UAN) is not active

You can raise PF Withdrawal request only if your UAN is Active. For activating UAN (You can check your UAN in Payslip or PF slip) please follow the below process

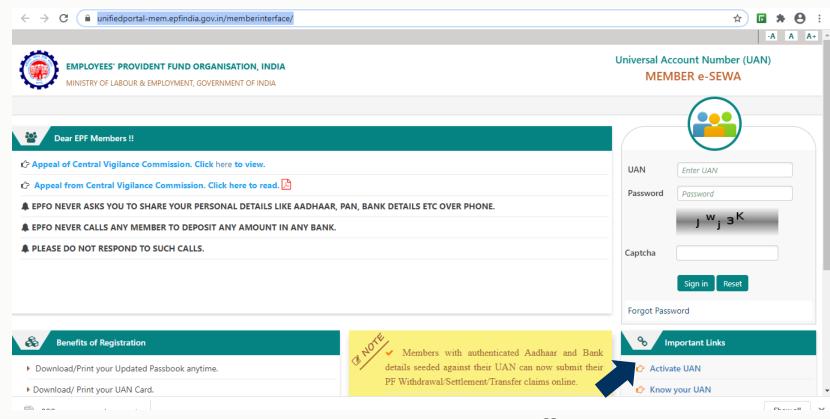
- Go to the <u>EPFO website</u> and click **Activate UAN** on the bottom-right corner of the page.
- Key in your UAN, name, date of birth, mobile number, and the captcha text. Then click **Get Authorization Pin**.
- You will now get a one-time password (OTP) on your mobile number. Copy it.
- Verify all the details on the EPFO page and tick the check-box next to I Agree.
- Paste the OTP from your phone next to Enter OTP and click Validate OTP and Activate UAN.

Note: Once UAN is activated, you can raise PF withdrawal request after 7 working days



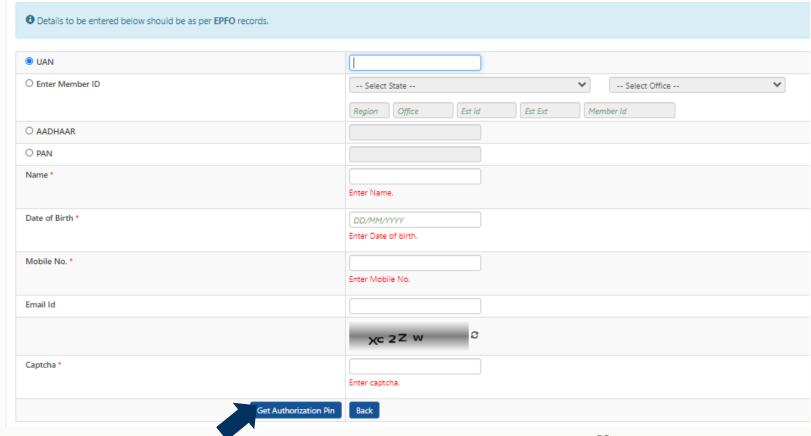
1. Go to the **EPFO** website and click **Activate UAN** on the bottom-right corner of the page.

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



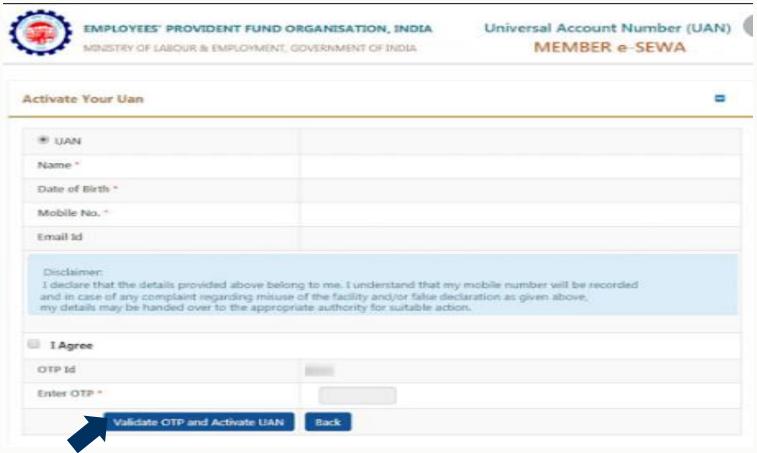


2. Key in your UAN, name, date of birth, mobile number, and the captcha text. Then click **Get Authorization Pin**.





- 3. You will now get a one-time password (OTP) on your mobile number. Copy it.
- 4. Verify all the details on the EPFO page and tick the check-box next to I Agree.
- 5. Paste the OTP from your phone next to Enter OTP and click Validate OTP and Activate UAN.
- 6. Once UAN is generated and activated You can raise PF Withdrawal request after 7 working days.



Experience certainty



# Thank You