Online correction of Name, gender in UAN EPF.

1. Candidate should login official website through his UAN/Password on Member Interface of Unified Portal Member Home (epfindia.gov.in)
2. Click on "Manage>Modify Basic Details"
3. Please provide the correct details as per Aadhaar (System will verify the details entered with UIDAI- Aadhaar Data)
4. On clicking "Update Details"on previous screen, request will be submitted to employer for further approval. Before submission by employer, employee can withdraw the request by pressing "Delete Request"

5. Employer can view the online requests received from employees and can thus take appropriate action by giving the proper remark.

6. After approval of request by employer, request will appear as a task in login of Dealing Hand, of concerned EPFO office, in the Field Office Interface of Unified Portal.

7. The Dealing Assistant can put the case either for Approval or Rejection by selecting the appropriate radio button i.e. Recommended for Approval or Recommended for Rejection with proper remarks. In the same manner Section Supervisor can submit his/her recommendations to APFC/RPFC.

8. Finally APFC/RPFC can Approve/Reject the case.