

## PROCESS FLOW FOR FILING OF ONLINE e-NOMINATION FORM BY MEMBER ON EPF PORTAL

- URL : <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- Following are the pre-requisite of e-Nomination
- UAN should be activated
- Verified Aadhaar should be linked with UAN
- Mobile number should be linked with Aadhaar
- Photo of member should be available in profile (View>profile of Member Interface of Unified Portal)

Following is the step by step procedure for filing e-Nomination

Member will login to the Member Interface of Unified Portal (URL is given above)

The screenshot shows the EPF Member Interface. The header includes the EPF logo, "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA", and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The user is logged in as UAN: [redacted]. The main navigation bar has "Home", "View", "Manage", "Account", and "Online Services". The "Manage" dropdown menu is open, showing "UAN Card", "Account Settings", and "E-NOMINATION". The "E-NOMINATION" option is highlighted. The "Member Profile" section on the right displays the following details:

UAN	100 [redacted]
Name	HA [redacted] AN [redacted]
Birth Date	01 [redacted]
Gender	MALE
AADHAAR	XXXX XX [redacted] Verified ( DEMOGRAPHIC )
PAN	X [redacted] Verified
Bank Account No.	[redacted] 1XXXX
Mobile No.	[redacted]
E-mail	NOT AVAILABLE

There is also an "Alert" bar at the bottom left stating "Passbook is available here".

Click on Manage>>E-Nomination

The screenshot shows the EPF Member Interface with the "E-NOMINATION" option selected in the "Manage" dropdown menu. The "Member Profile" section on the right displays the same details as in the previous screenshot:

UAN	100 [redacted]
Name	HA [redacted] AN [redacted]
Birth Date	01 [redacted]
Gender	MALE
AADHAAR	XXXX XX [redacted] Verified ( DEMOGRAPHIC )
PAN	X [redacted] Verified
Bank Account No.	[redacted] 1XXXX
Mobile No.	[redacted]
E-mail	NOT AVAILABLE

The "Alert" bar at the bottom left still shows "Passbook is available here".

Provide permanent and current address and save it.

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UAN: 10071

Home View Manage Account Online Services

### Profile

UAN: [Redacted]

Name: [Redacted]

Date of Birth: [Redacted]

Gender: MALE

Father's / Husband's Name: [Redacted]

Marital Status: Not Provided

Permanent Address\*: [Redacted] [Redacted] [Redacted]

Current Address\*:  Same as above  
 [Redacted] [Redacted] [Redacted]

Date of joining EPF, Scheme 1952: 18/04/2016

Date of joining EPF, Scheme 1971: Not Provided

Date of joining EPF, Scheme 1995: 18/04/2016

Save

After saving, system will prompt "Having Family: Yes / No". If input is given as "Yes". System will ask to enter family details. You can add all the family members by "Add New" button. Aadhaar and photo of all the family members are mandatory. If input is given as "No", system will directly prompt to PF Nomination details.

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UAN: [Redacted]

Home View Manage Account Online Services

### Family Declaration

Having Family?  Yes  No

#### Add Family Details

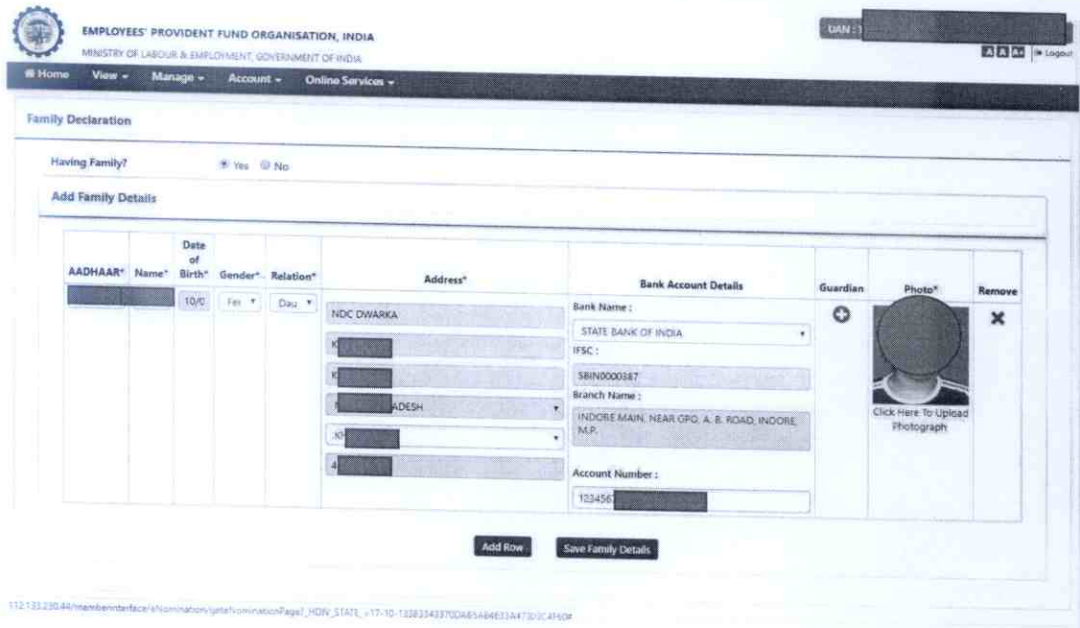
AADHAAR*	Name*	Date of Birth*	Gender*	Relation*	Address*	Bank Account Details	Guardian	Photo*	Remove
Enter AAC	Max 2	DD/	--S	--Sp	Locality (Max Length 30 char) Street (Max Length 30 char) City Select State Select District 8 Digit Pin Code	Bank Name: Select Bank Name IFSC: Enter IFSC Code Branch Name: Branch Name Account Number: Enter Bank Account No		 Click Here to Upload Photograph	

Add Row Save Family Details

For uploading photographs follow the instruction given in below screen.



After giving all the family details, click on "Save Family Details".



After that select EPF nominations details from the family members, provide the percentage of EPF share as you want and click on "Save EPF nomination" button.

EPF Nomination

Select	AADHAAR	Name	Date of Birth	Relation	Address of Nominee	Name and Address of Guardian	Total amount of share (%)
<input checked="" type="checkbox"/>	S [REDACTED]	[REDACTED]	[REDACTED]	Daughter	NDC DWARKA, KHANDWA, KHANDWA, KHANDWA, MADHYA PRADESH, 450001		100

Nomination History

After Completion of EPF nomination, system will prompt for EPS nomination in case family (Wife/Son/Daughter) is not available. After that member has to finalize nomination by e-Sign.

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SRINIVAS KANISHK

Home View Manage Account Online Services

EPF details saved successfully.

Pending Nomination

Display 10 records per page

Nomination Entry Time	View	Edit	e-Sign	Delete
20-MAY-2019 12:37				

Showing page 1 of 1

Nomination History

Display 10 records per page

Sr No.	Nomination Details	Nomination Date & Time
1		20-MAY-2019 12:15
2		21-MAY-2019 18:59
3		14-MAY-2019 12:57

For e-Sign, virtual id is mandatory. Virtual ID can be generated by visiting UIDAI official website.



**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.

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govin | Member Home | C-DAC's eSign Service | resident.cdac.govin

https://esignservice1.cdac.in/esignservice2.1/OTP

Ministry of Electronics and Information Technology, Government of India | Digital India Power To Empower | सी डैक CDAC Centre for Development of Advanced Computing

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

Hastakshar C-DAC's eSign Service

**Aadhaar Based e-Authentication**

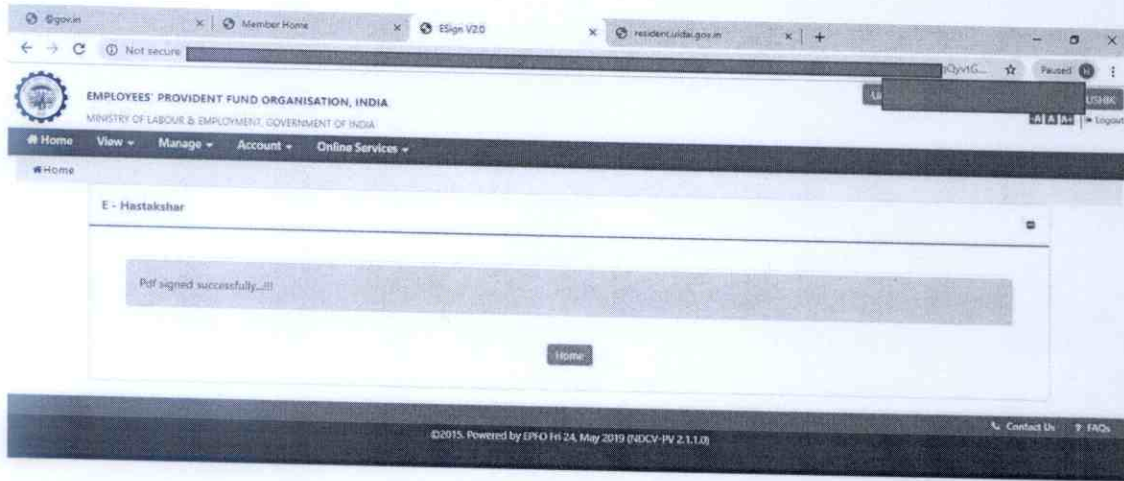
[Get Virtual ID](#)

Enter Your Aadhaar OTP

I have read and provide my consent [View Document Information](#)

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Type here to search | 5:38 PM 20/05/2019



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

