

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

- The form can be filed by the member on the UAN member portal.
- The member can file the online nomination form through UAN member portal which is available on URL <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- The following screen will appear.
- The member has to login by entering his UAN and password.

The screenshot displays the EPF Member e-SEWA portal. At the top, the EPFO logo and name are visible. The main heading is "Universal Account Number (UAN) MEMBER e-SEWA". The login form includes fields for UAN (10121124575), Password (masked with dots), and Captcha (L A F W L). There are "Sign in" and "Reset" buttons. Below the login form, there is a "Forgot Password" link. The page also features a "Dear EPF Members !!" section with several service links, a "Benefits of Registration" section, and an "Important Links" section with "Activate UAN" and "Know your UAN status" links. A yellow "NOTE" box contains information about Aadhaar and Bank details. The browser's address bar shows the URL: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>. The Windows taskbar at the bottom shows the Start button and several open applications.

After signing in, the following screen will appear.

The screenshot displays the EPFO Member Interface. At the top, the browser address bar shows the URL <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>. The page header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA", and a "UAN" field with a masked value. A navigation menu contains "Home", "View", "Manage", "Account", and "Online Services".

Two main service cards are visible: "UAN Card" and "Account Settings", both with "More Info" links. The "Member Profile" card on the right contains the following information:

Member Profile	
UAN	[Redacted]
Name	[Redacted]
Birth Date	[Redacted]
Gender	MALE
AADHAAR	91XXXXXXXX508 Verified (DEMOGRAPHIC)
PAN	[Redacted]XXX1F Verified
Bank Account No.	XX[Redacted]
Mobile No.	72X[Redacted]
E-mail	RAXXXXXX[Redacted]
More information	

At the bottom, an "Alert" section is partially visible. The Windows taskbar shows several open applications, including "ProcessFlow_FilingO...DOCX", "e-Nomination (1).ZIP", "e-Nomination (5).pdf", "e-Nomination (4).pdf", and "e-Nomination (3).pdf". The system tray shows the time as 2:32 PM.

First Click on tab >> Manage then you will have to click on >> E-NOMINATION tab

The screenshot shows the EPFO member interface. The browser address bar displays <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>. The page header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA", and a user identification bar showing "UAN : 10...22 /Mr. ...". A navigation menu at the top contains "Home", "View", "Manage", "Account", and "Online Services". The "Manage" menu is open, listing "CONTACT DETAILS", "KYC", "MODIFY BASIC DETAILS", and "E-NOMINATION", with the last option circled in red. Below this menu, a red text instruction reads "YOU HAVE TO CLICK HERE AFTER LOGIN". To the right, the "Member Profile" section displays the following information:

UAN	101216945022
Name	Mr. [REDACTED]
Birth Date	07/08/1986
Gender	MALE
AADHAAR	91XXXXXXXX508 Verified (DEMOGRAPHIC)
PAN	GQTXXXX1F Verified
Bank Account No.	XXXXXXXX9664
Mobile No.	72XXXXX[REDACTED]
E-mail	RAXXXXXXXXXHR@GMAIL.COM

At the bottom, a taskbar shows several open PDF files: "EPFO Circular PF - Corr....pdf", "ProcessFlow_FilingOnli....pdf", "e-Nomination (2).pdf", and "e-Nomination (1).pdf". The system clock in the bottom right corner shows "11:52 AM".

Now you have to enter your permanent and current address then after save it.

Browser address bar: https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?fillNewNominationClicked=True&_HDIV_STATE_=23-0-13B

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN: [REDACTED] Logout

Home View Manage Account Online Services

PROFILE

UAN:	[REDACTED]
Name:	[REDACTED]
Date of Birth:	07/06/1968
Gender:	MALE
Father's / Husband's Name:	[REDACTED]
Marital Status:	UN-MARRIED
Permanent Address:*	<p>1. NOW YOU HAVE TO TYPE YOUR ADDRESS IN THE BOX</p> <p>SURAT, GUJARAT - [REDACTED]</p>
Current Address:*	<p>2. CLICK ON THIS BUTTON IF YOUR ADD IS SAME AS PER ABOVE ADD</p> <p><input checked="" type="checkbox"/> Same as above</p> <p>[REDACTED]</p>
Date of joining EPF, Scheme 1952:	30/10/2017
Date of joining EPF, Scheme 1971:	Not Provided
Date of joining EPF, Scheme 1995:	30/10/2017
	<p>3. AFTER TYPING THE ADD YOU HAVE CLICK ON SAVE BUTTON</p> <p>Save</p>

Taskbar: e-Nomination (3).pdf, EPFO Circular PF - Corr..., ProcessFlow_FilingOnli..., e-Nomination (2).pdf, e-Nomination (1).pdf, Show all downloads...

Windows Taskbar: start, e-Nomination - Googl..., New Microsoft Power...

After saving below mentioned screen will be display and you will have to click on “YES” option for adding nominee.

The screenshot shows the EPFO member interface. At the top, there is a navigation bar with the EPFO logo and text: "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A green box displays the UAN number. Below the navigation bar, a green message box states "Profile details saved successfully." The main content area has a section titled "Family Declaration" with a red arrow pointing to the "Yes" radio button for the question "Having Family?". Below this is a "Nomination History" section with a table showing one nomination record from 2018. The bottom of the page features a footer with "Contact Us" and "FAQs" links, and a Windows taskbar at the very bottom.

UAN : [Redacted]

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home View Manage Account Online Services

Profile details saved successfully.

Family Declaration

NOW YOU HAVE CLICK ON YES OPTION MENTIONED AS BELOW

Having Family? Yes No

Nomination History

Display 10 records per page Search: []

Nomination Time	VIEW
22-FEB-2018 14:53	[Icon]

Showing page 1 of 1 Previous 1 Next

Contact Us ? FAQs

e-Nomination (3).pdf EPFO Circular PF - Corr....pdf ProcessFlow_FilingOnli....pdf e-Nomination (2).pdf e-Nomination (1).pdf

Show all downloads...

start [Icons] [Taskbar] 11:57 AM

Follow the instructions mentioned in the red ink on the below screen shot.

Browser address bar: https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=27-0-67F17F3ECE66972BE949D92B2489

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : [REDACTED]

Home View Manage Account Online Services

Family Declaration

Having Family? Yes No

Add Family Details

Name	Date of Birth	Relation	Address	Guardian	Remove
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	+	×

← AFTER ENTERING ALL THE DETAILS NOW CLICK ON THIS BUTTON (SAVE FAMILY DETAILS)

Nomination History

Display 10 records per page Search: [REDACTED]

Taskbar: e-Nomination (3).pdf, EPFO Circular PF - Corr..., ProcessFlow_FilingOnli..., e-Nomination (2).pdf, e-Nomination (1).pdf, Show all downloads...

Windows Taskbar: start, e-Nomination - Googl..., New Microsoft Power...

Follow the instructions mentioned in the red ink on the below screen shot.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home View Manage Account Online Services

Add Row Save Family Details

EPF Nomination

Select	Name	Date of Birth	Relation	Address of Nominee	Name and Address of Guardian	Total amount of share (%)
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	A - 201, HAPPY HOME, NEAR [REDACTED]	--	100

1. NOW YOU HAVE TO CLICK ON ABOVE BUTTON

2. TYPE THE % YOU WANT GIVE SHARE TO YOUR NOMINEE HERE (e.g. - 50% or 100%)

3. NOW CLICK ON SAVE EPF NOMINATION BUTTON

Nomination History

Display 10 records per page Search: [REDACTED]

Nomination Time	VIEW
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Windows Taskbar: e-Nomination (3).pdf, EPFO Circular PF - Corr..., ProcessFlow_FilingOnli..., e-Nomination (2).pdf, e-Nomination (1).pdf, Show all downloads...

Windows Taskbar: start, Inboxes, e-Nomination - Googl..., New Microsoft Power...

Follow the instructions mentioned in the red ink on the below screen shot.

The screenshot shows the EPF member interface. At the top, there is a navigation bar with the EPF logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A green box displays the UAN number. Below this is a menu with "Home", "View", "Manage", "Account", and "Online Services".

A green notification box states "EPF details saved successfully." Below this is a section titled "Pending Nomination". It includes a "Display 10 records per page" dropdown and a "Search:" input field. A table lists the nomination details:

Nomination Entry Time	View	Edit	e-Sign	Delete
26-FEB-2018 11:55				

Below the table, it says "Showing page 1 of 1" and "Previous 1 Next". A red arrow points to the "e-Sign" button with the text "NOW YOU HAVE TO CLICK ON e-Sign BUTTON ABOVE".

Below the "Pending Nomination" section is a "Nomination History" section, which also has a "Display 10 records per page" dropdown and a "Search:" input field. The table below it has columns for "Nomination Time" and "VIEW".

The bottom of the screen shows a Windows taskbar with several open applications: "e-Nomination (3).pdf", "EPFO Circular PF - Corr....pdf", "ProcessFlow_FilingOnli....pdf", "e-Nomination (2).pdf", and "e-Nomination (1).pdf". The system tray shows the time as 11:59 AM.

Follow the instructions mentioned in the red ink on the below screen shot.

Digital Signing of Declaration

Select Signatory

	Name	Aadhaar
<input type="radio"/>	[REDACTED]	[REDACTED]

NOW YOU HAVE TO CLICK ON ABOVE BUTTON & BELOW BUTTON

By pressing generate OTP button, I hereby give my consent for using e-KYC services data from Aadhaar for the purpose of signing selected document and generating Digital Signature Certificate(DSC)

Generate OTP

AFTER THAT CLICK HERE AND YOU WILL RECEIVE AN SMS ON YOUR REGISTERED MOBILE NO. IN AADHAAR CARD FOR DIGITALLY APPROVING YOUR NOMINEE

Showing page 1 of

Nomination History

Display 10 records per page

Search:

Nomination Time VIEW

Windows taskbar: e-Nomination (3).pdf, EPFO Circular PF - Corr..., ProcessFlow_FilingOnli..., e-Nomination (2).pdf, e-Nomination (1).pdf, Show all downloads...

Windows taskbar: start, Inboxes, e-Nomination - Googl..., New Microsoft Power..., 12:00 PM

Follow the instructions mentioned in the red ink on the below screen shot.

https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=31-0-43D76F7B0EDC489B7B59E8576...

EMPLOYEES' PROVISION FUND
MINISTRY OF LABOUR

Home View Management

EPF details saved

Pending Nominations

Display 10 records per page

Nomination Entry Time	View	Edit	e-Sign	Delete
26-FEB-2018 11:55				

Showing page 1 of 1

Previous 1 Next

Nomination History

Display 10 records per page

Search:

Nomination Time	VIEW
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1. NOW YOU HAVE TO ENTER HERE OTP RECEIVED ON YOUR REGISTERED MOBILE NO IN AADHAAR CARD

2. NOW CLICK HERE FOR SIGN DOCUMENT DIGITALLY

Start

Inbox - mail_2017 - M... e-Nomination - Googl... New Microsoft Power...

12:03 PM

Finally below mention screen will be display that indicates that your e-nomination has been e-signed successfully.

The screenshot shows the EPFO e-Nomination portal interface. A central dialog box titled "Digital Signing of Declaration" is displayed, containing the text "Authenticate OTP" and "YOU WILL GET THIS NOTIFICATION FOR CONFIRMATION OF YOUR NOMINATION REQUEST E-SIGNED SUCCESSFULLY". Below this text is an "Enter OTP" field with a masked input box and two buttons: "Sign Document" and "Cancel". A smaller system message box above it says "unifiedportal-mem.epfindia.gov.in says: Nomination request e-signed successfully." with an "OK" button. The background shows a table with columns for "Nomination Entry Time", "View", "Edit", "e-Sign", and "Delete". The table contains one entry with the date "26-FEB-2018 11:55". The page footer includes a search bar and a "Display 10 records per page" option. The Windows taskbar at the bottom shows several open applications, including "Inbox - mail_2017 - M...", "e-Nomination - Googl...", and "New Microsoft Power...", along with the system clock showing "12:03 PM".

Now you can view your nominee details by click on View tab

Browser address bar: https://unifiedportal-mem.epfindia.gov.in/memberinterface/eNomination/geteNominationPage?_HDIV_STATE_=14-10-9B544EE268EACEF4264F356D3Dc

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : [REDACTED]

Home View Manage Account Online Services


NOW YOU CAN VIEW YOUR NOMINATION DETAIL BY CLICK HERE AND THE PDF FILE WILL BE DOWNLOAD IN WHICH NOMINATION DETAILS WILL BE MENTION IN FORM - 2.

+ Fill new nomination

Nomination History

Display 10 records per page

Search:

Nomination Time	VIEW
22-FEB-2018 14:53	

Showing page 1 of 1

Previous 1 Next

Windows taskbar showing open applications: e-Nomination (5).pdf, e-Nomination (4).pdf, e-Nomination (3).pdf, EPFO Circular PF - Corr..., ProcessFlow_FilingOnli..., Start menu, and system clock 12:06 PM.

Downloaded PDF file will be shown like below mentioned screen shot in which your nominee details will be shown in form - 2

The Employees' Pension Scheme, 1995
 FORM 2
 EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952
 [Paragraphs 33 AND 61(1)]
 EMPLOYEES' PENSION SCHEME, 1995
 [Paragraphs 18]

The Employees' Pension Scheme, 1995

PART B (EPS)
 (Para 18)

DECLARATION AND NOMINATION FORM UNDER THE EMPLOYEES' PROVIDENT FUNDS SCHEME AND EMPLOYEES' PENSION SCHEME

1. UAN : [REDACTED]
2. Name (in block letters) : [REDACTED]
3. Father's / Husband's Name : [REDACTED]
4. Date of Birth : 07/08/1978
5. Gender : MALE
6. Marital Status : MARRIED
7. Address (Permanent) : [REDACTED] SURAT, GUJARAT -
8. Address (Temporary) : [REDACTED] SURAT, GUJARAT -
9. (A) Date of Joining of EPF Scheme, 1952 : 30/10/2017
 (B) Date of Joining of EPF Scheme, 1971 : --
 (C) Date of Joining of EPF Scheme, 1995 : 30/10/2017

PART A (EPF)

I hereby nominate person(s) / cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death:

Name of the Nominee / Nominees	Address	Nominees's relationship with the Member	Date of Birth	Total amount or share of accumulations in Provident Fund to be paid to each nominee	If the Nominee is minor, name and relationship and address of the guardian who may receive the amount during the minority of nominee
(1)	(2)	(3)	(4)	(5)	(6)
[REDACTED]	[REDACTED] SURAT, GUJARAT-395009	Wife	[REDACTED]	100%	--

1. *Certified that I have no family as defined in Para 2(g) of the Employees' Provident Funds Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
2. *Certified that my father/mother is/are dependant upon me.

(Signature is not required as the document is to be digitally signed)

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children pension in the event of my death:

Sl. No.	Name and Address of the Family members	Address	Date of Birth	Relationship with the member
(1)	(2)	(3)	(4)	(5)
1	[REDACTED]	[REDACTED]	[REDACTED]	Wife

*Certified that I have no family as defined in Para 2(vii) of the Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension admissible under para 16(2)(a) (i) and (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name and Address of the Nominee	Date of Birth	Relationship with the member
--	--	--

Date : 22-Feb-2018

(Signature is not required as the document is to be digitally signed)

THANK YOU