This is only for the employees covered under Provident Fund Scheme.

Please refer below steps to activate EPFO E-nomination which is needed to be updated by employee through there login as mandatory by EPFO Department .

Objective:The Employees Provident Fund Organization (EPFO) has recently introduced PF E-

Nomination process for all EPFO account holders hence enhancing the digitization framework with the goal of PF payout (PF) and pension (EPS) claims in a timely manner post-retirement to subscribers or to their nominees.

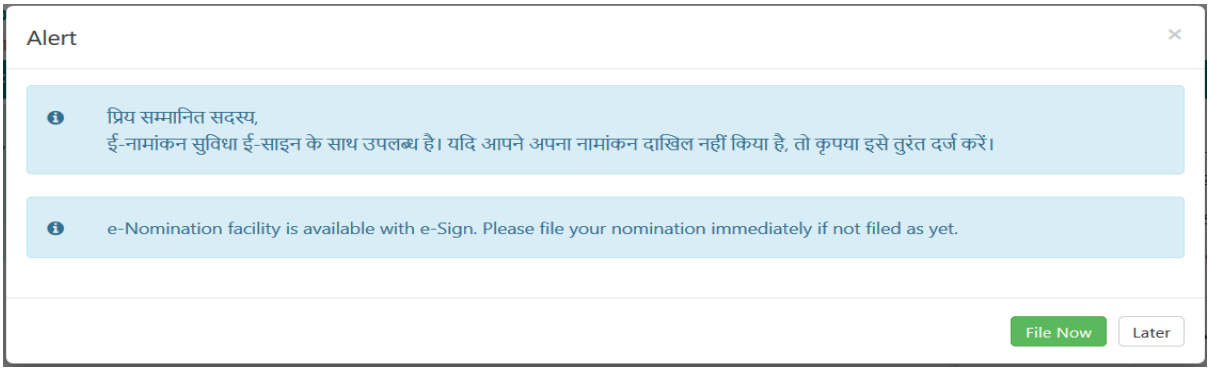
Pre-requisites:

1. **Updated Mozilla Firefox browser required i.e. above Version 58**
2. The member should have activated his Universal Account Number (UAN)
3. The registered mobile number linked to Aadhar/UAN should be active.
4. Mandatory KYC (Aadhaar, PAN and Bank) should be updated and verified in the EPFO portal.
5. Soft copies of Aadhaar and passport-sized photo of Employee/Nominees.

Steps to update PF E-Nomination on EPFO Portal

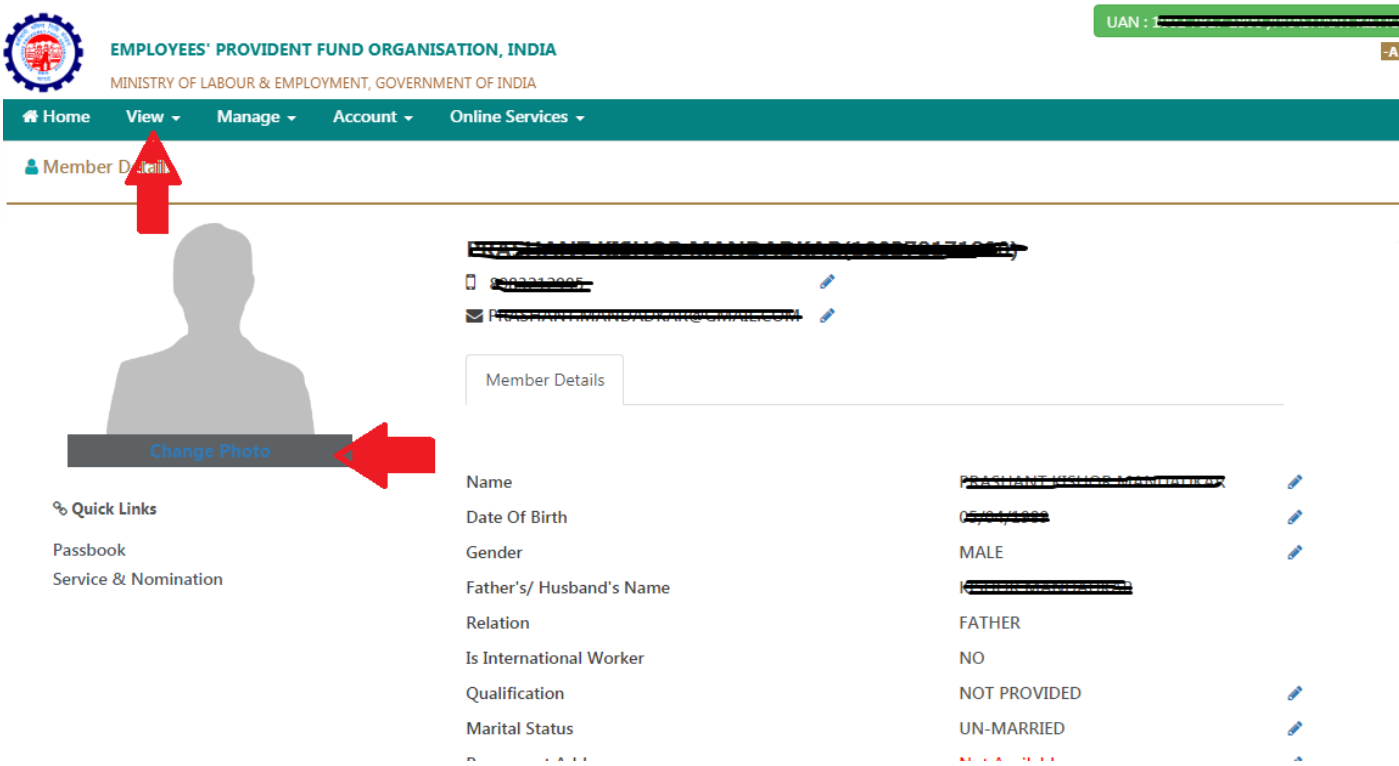
- Click on to the link: https://unifiedportal-mem.epfindia.gov.in/memberinterface/
- Login using your UAN and Password

- Click "File Now" on the Alert screen pop up

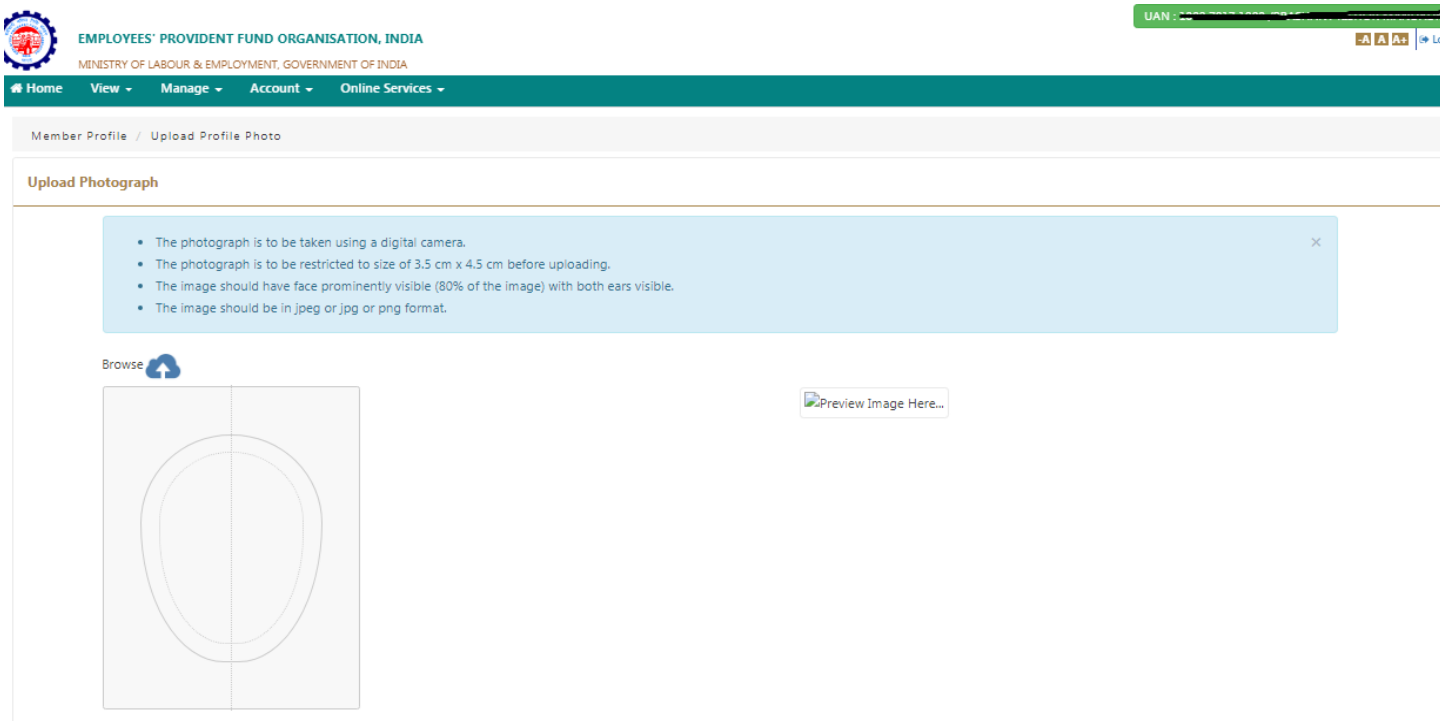


- Under the View menu, select "Profile" & Member details screen will appear screenshot as below

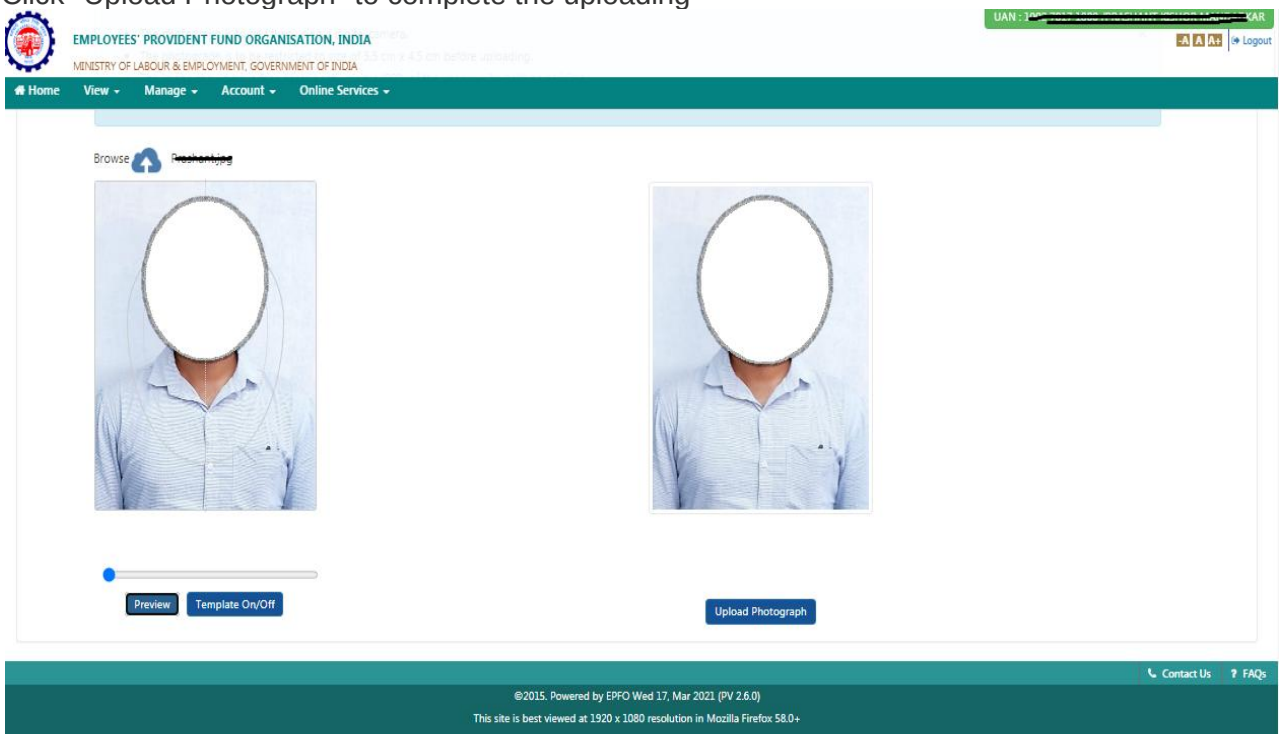
- Photograph size cannot exceed 100 KB.



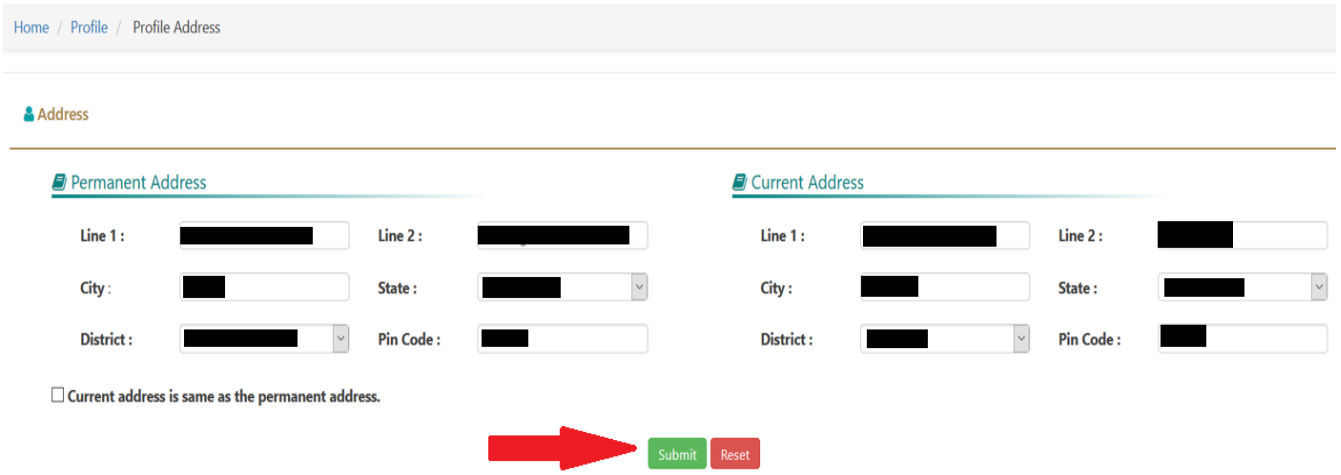
- Click on "Change Photo" and upload the photo as per the instructions below



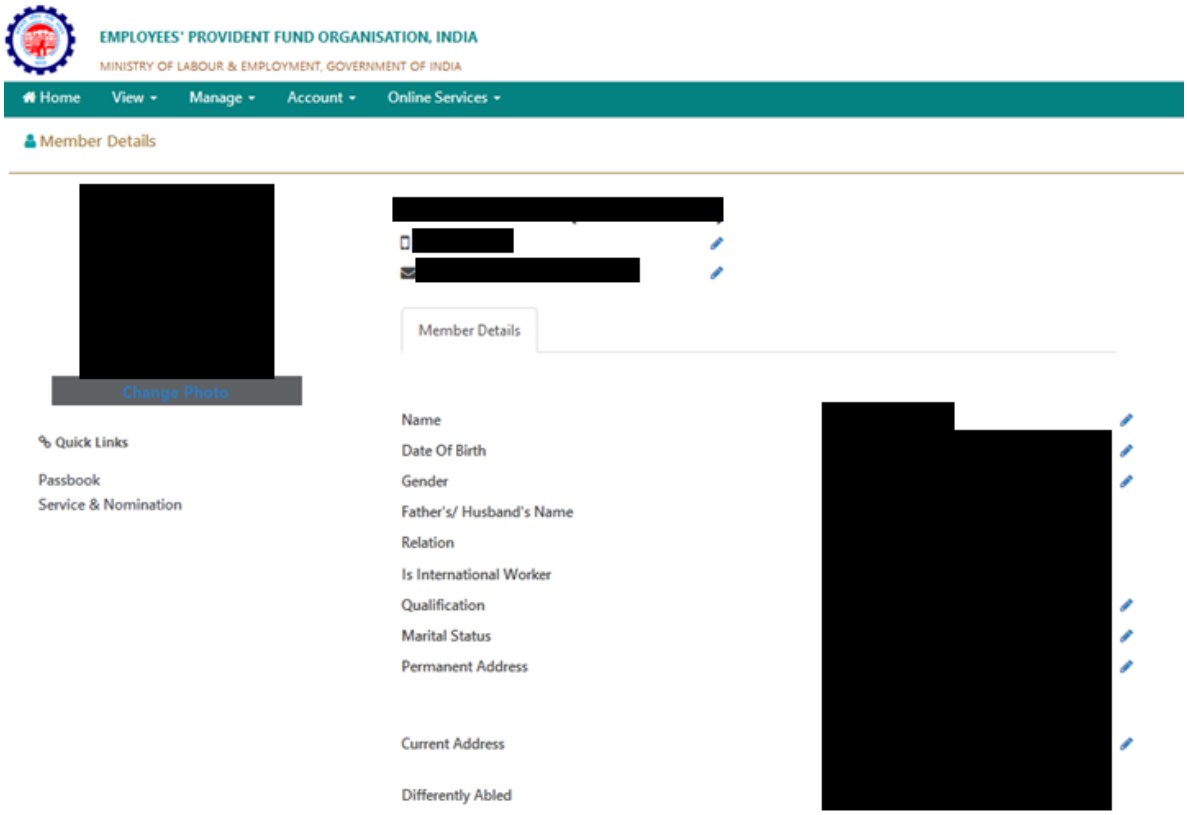
- Click on "Browse" to select the photo
- Click "Preview" the image
- Click "Upload Photograph" to complete the uploading



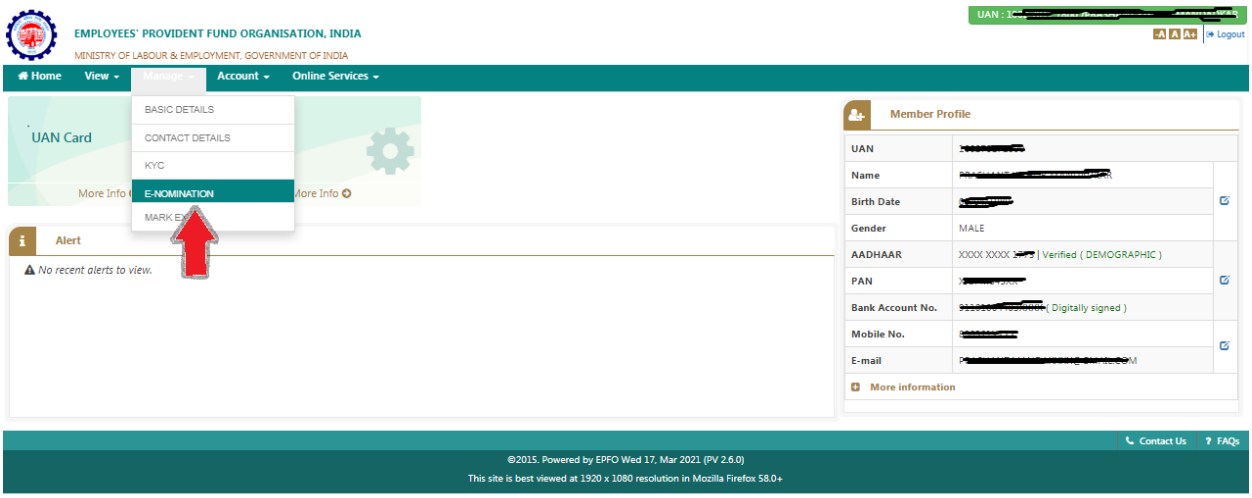
Click on "Profile/Profile Address" under the "View" menu to update the Permanent address/ Current Address and click the "Submit" button.



- The screen will display "*Address saved successfully*"
- Click on "Profile" under "the View" menu and check the details are updated correctly

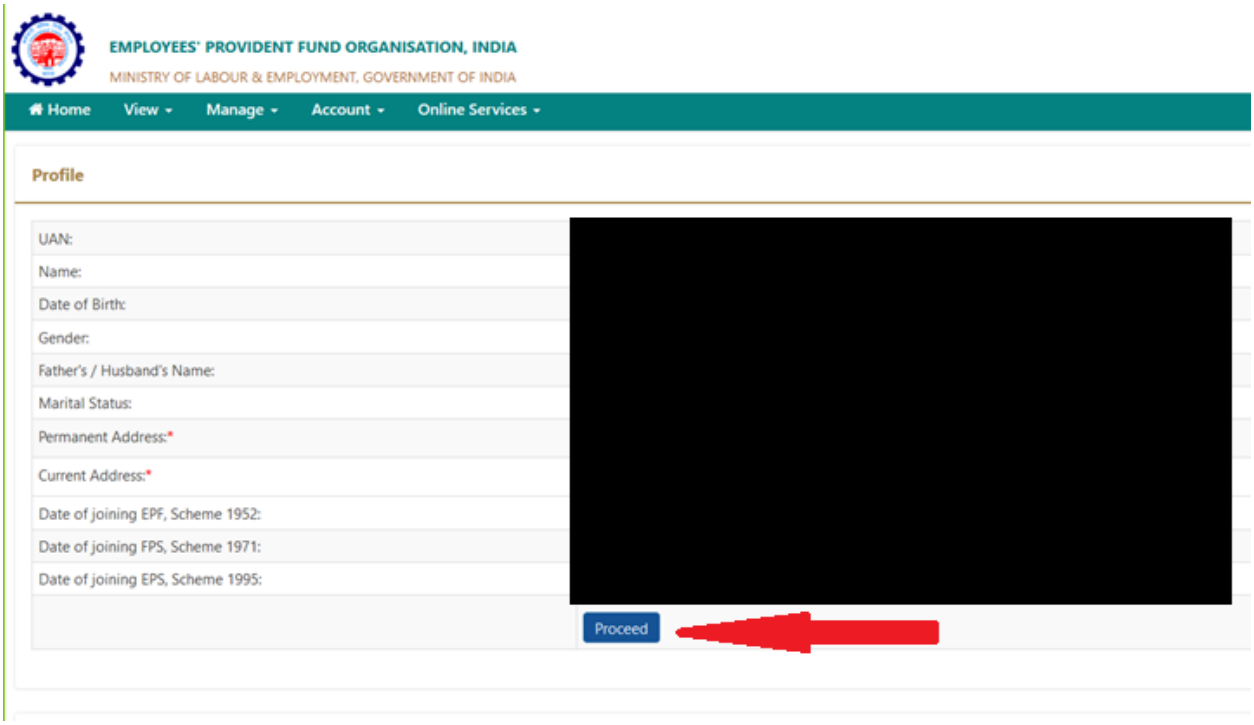


- Under the "Manage" menu, click on "E-NOMINATION". Screenshot as below.

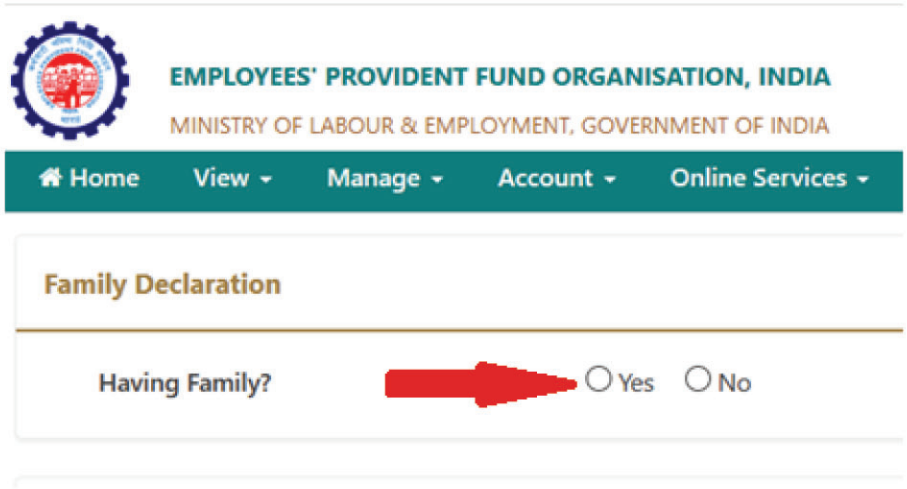


https://unifiedportal-mem.epfindia.gov.in/memberinterface/kyc/viewKYCRegistrationForm?_HDIV_STATE_=12-12-2BC1C4CCC25919A03A2FAB8AA2DBD948

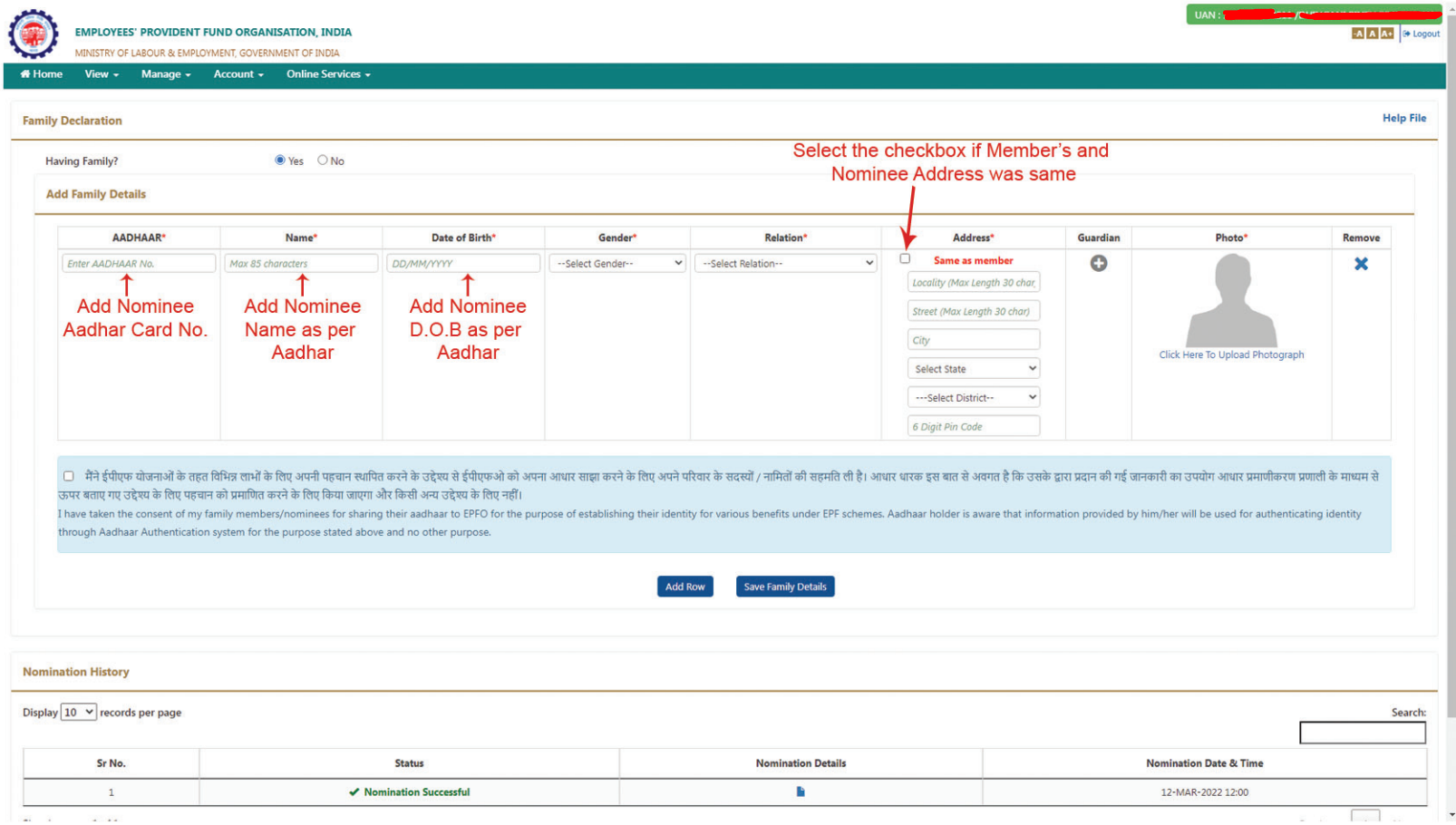
- Check the personal details displayed on the screen and click "Proceed"



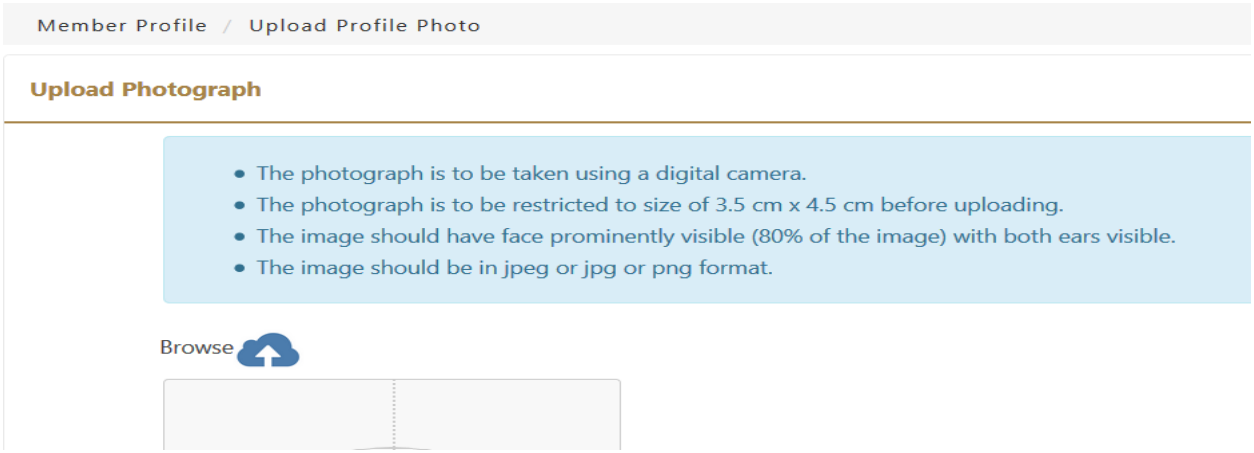
- Select "Having Family" as "Yes/No", Update 'Add Family Member(s)' details.



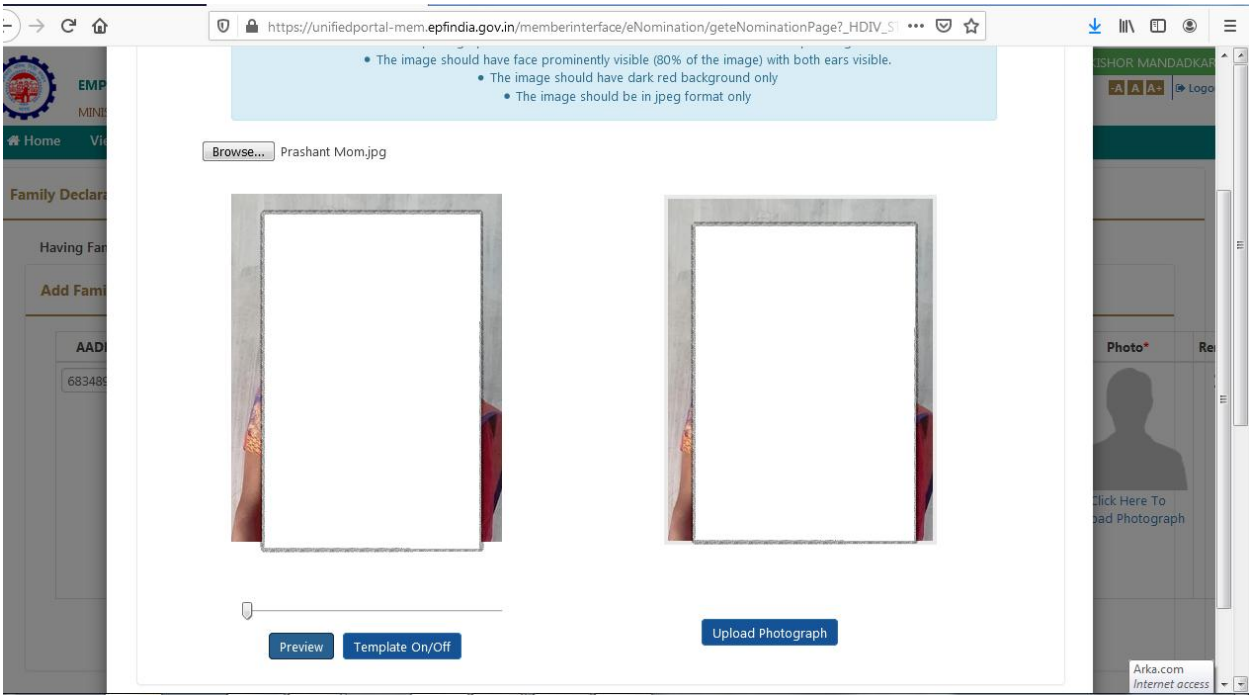
- Update the family member (Nominee) details
- Nominee details has to be updated as per Aadhar card.



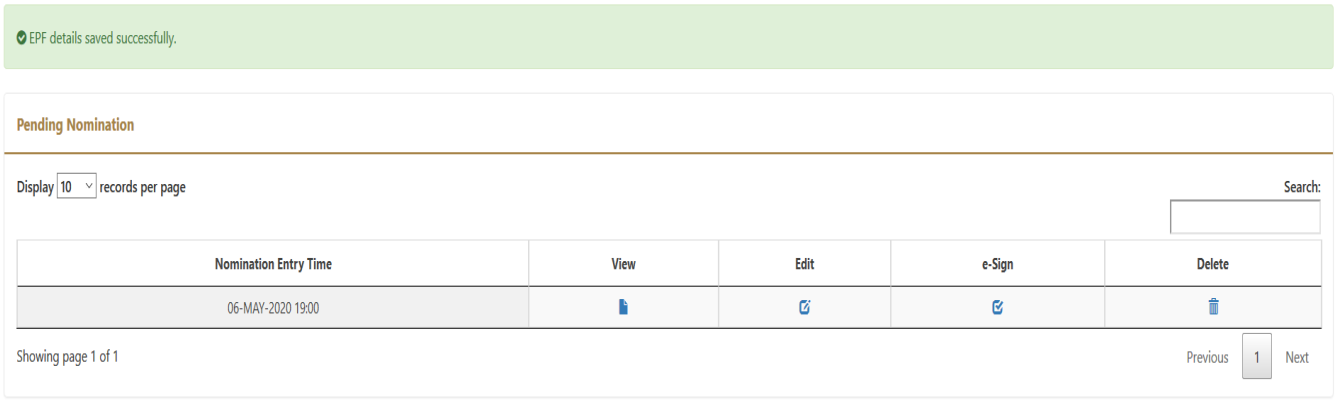
- Upload the family member (Nominee) Photo



- Click on "Browse" to select the photo
- Click preview the image
- Click "Upload Photograph" to complete the uploading



- In the next step, You can declare the 'total amount of share (%)' among your nominees. In case, you would like to nominate only one member of your family as your nominee then you can declare 100% as the share.
- After providing the above details, select the checkbox and click "Save EPF Nomination" button.

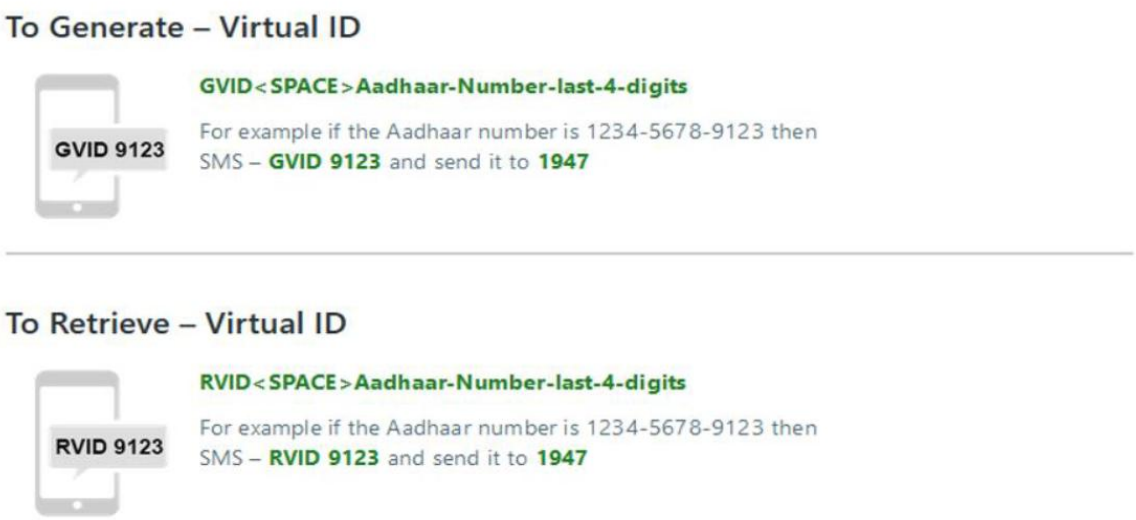


To Generate a virtual ID:

To generate a virtual ID, you need to send an SMS to 1947 from your registered mobile number. Format: GVID<SPACE>Last four digits of your Aadhaar number. Once the SMS is sent, UIDAI will send you a reply SMS containing your 16-digit virtual ID.

To Retrieve a virtual ID:

In case you have lost your virtual ID, you can retrieve the same by sending an SMS. You will be required to send SMS in the format RVID <SPACE>Last four digits of your Aadhaar number from your registered mobile number to 1947.

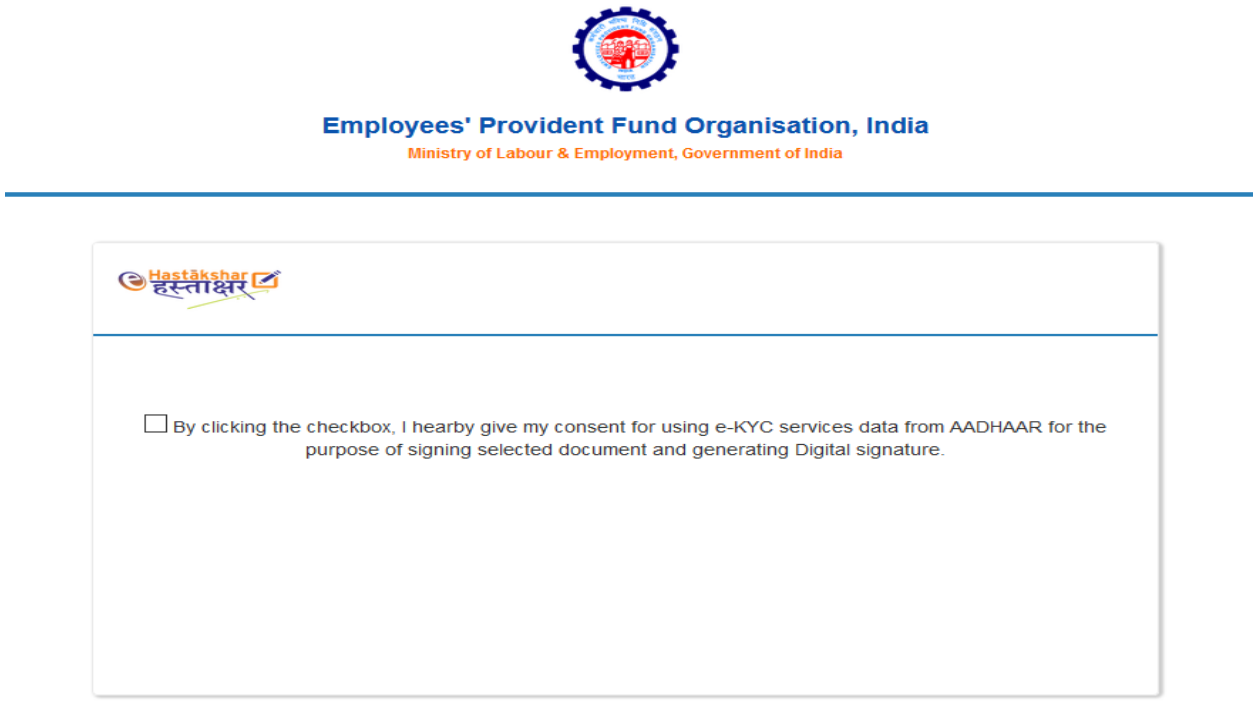


To Generate virtual ID: https://resident.uidai.gov.in/vid-generation

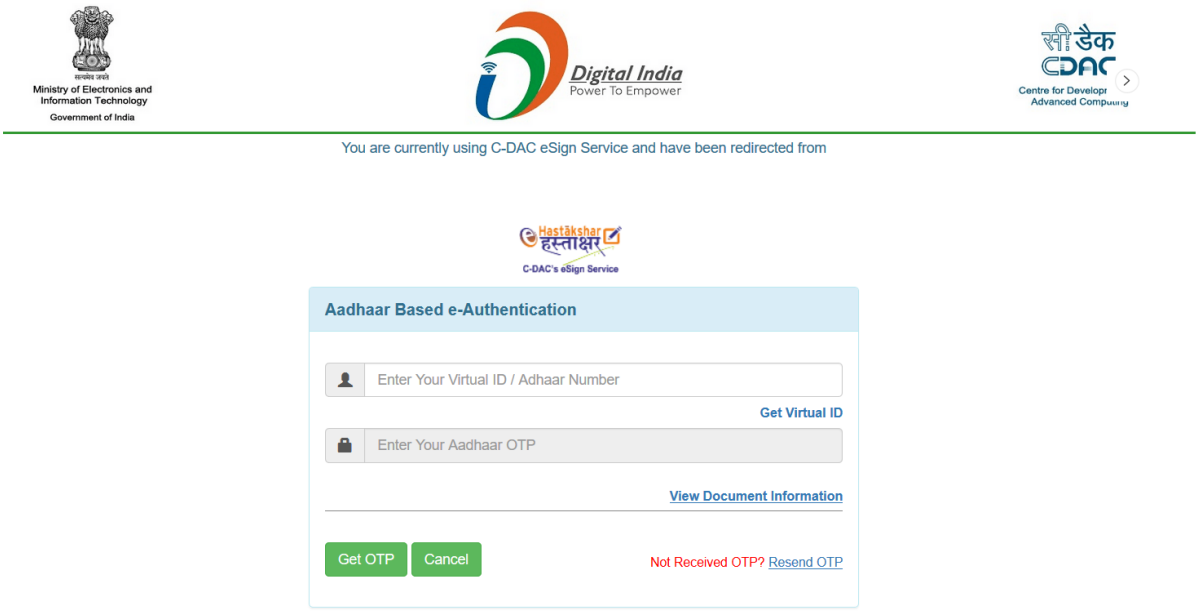
A new web page will open on computer screen of UIDAI's
Go to the VID generator on the UIDAI homepage, under Aadhaar services.

Once you Enter Virtual ID, Click on the "Verify" button.

- Select the checkbox to confirm as "I hereby give my consent for using e-KYC services data from Aadhaar for the purpose of signing the selected document and generating Digital signature."

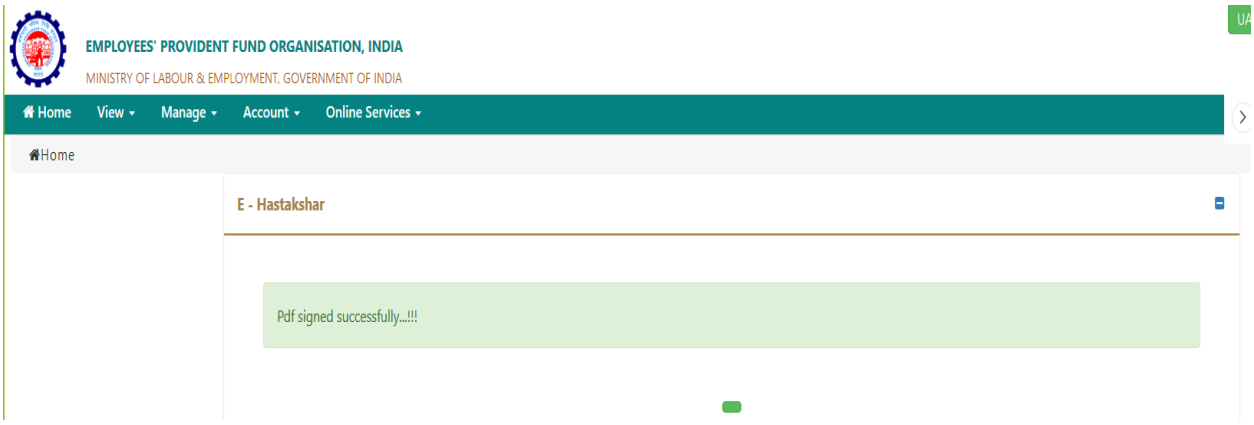


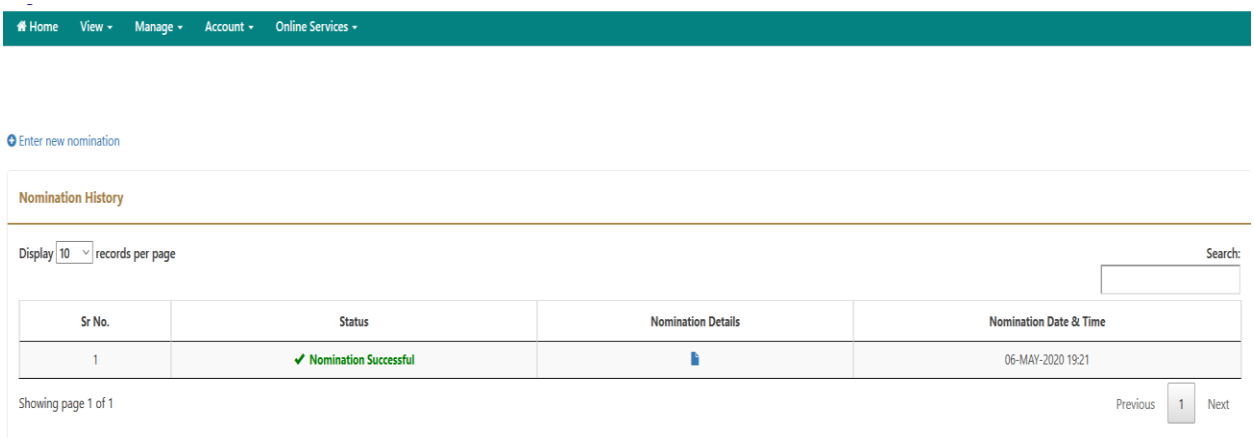
- Enter Virtual ID and click on "Get OTP". Once you receive OTP on your registered mobile number, mention the OTP in the field -- **"Enter Your Aadhaar OTP".**



1. Select the checkbox to confirm the consent
2. Click the "Submit" button

- The screen will display the message as "PDF signed successfully".





TO VIEW NOMINATION DETAILS AND SAVE PDF FOR YOUR REFERENCE.

Thank you