

# Employee's Provident Fund Organisation

## Process flow for Online Request for Correction in Name, Date of Birth and Gender

It has been seen that many EPF members are facing problem in seeding Aadhaar with their UAN as there is mismatch in Name, DOB or Gender between Aadhaar data and UAN data. Presently member and employer are required to give joint request to concerned EPFO field office for correction in basic details. Now this request can be given online by member and in turn employer can online forward the request to concerned EPFO office.

Step by step process flow for this functionality is given below:

Step 1: Member will login through his UAN/Password on Member Interface of Unified Portal

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

The screenshot shows the login page of the EPF Member Interface. The header includes the EPF logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The right side of the header displays the "Universal Account Number (UAN)" and "MEMBER e-SEWA". The main content area is divided into three sections: "Dear EPF Members !!", "Benefits of Registration", and "Important Links". The "Dear EPF Members !!" section contains a list of services available at [www.epfindia.gov.in](http://www.epfindia.gov.in). The "Benefits of Registration" section lists three benefits: downloading/printing the updated passbook, downloading/printing the UAN Card, and updating KYC information. The "Important Links" section includes links to "Activate UAN", "Know your UAN status", and "UAN Allotment". A yellow note box in the center states: "NOTE: Members with authenticated Aadhaar and Bank details seeded against their UAN can now submit their PF Withdrawal/Settlement/Transfer claims online. One mobile number can be used for one registration only. A member can view the passbooks of the EPF accounts". The login form on the right includes fields for UAN, Password, and Captcha, with "Sign in" and "Reset" buttons. A "Forgot Password" link is also present.

Step 2: Click on "Manage>Modify Basic Details".

The screenshot shows the "Member Profile" page after logging in. The header includes the EPF logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The right side of the header displays the "UAN : 1009 9450 7718 /Mr. NEERAJ KUMAR" and a "Logout" button. The main content area is divided into two sections: "UAN Card" and "Member Profile". The "UAN Card" section contains a list of services: "CONTACT DETAILS", "KYC", and "MODIFY BASIC DETAILS". The "Member Profile" section displays the member's details in a table:

Member Profile	
UAN	100994507718
Name	Mr. NEERAJ KUMAR
Birth Date	19/09/1988
Gender	MALE
Mobile No.	9876543210
E-mail	NK@epfindia.gov.in
Last Updated	15/09/2018
Password Change Date	15/09/2018

An "Alert" box is visible at the bottom left. A notification at the bottom right states: "15 of 24 - Clipboard Item not Collected: Delete items to increase available space".

Step 3: Please provide the correct details as per Aadhaar (System will verify the details entered with UIDAI- Aadhaar Data)

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

UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PANDEY

Home View Manage Account Online Services

**Modify Basic Details**

N version 13 Please Enter Aadhaar no.: Not Available

Details As per UAN

Name: SATISH CHANDRA PANDEY

Date of Birth: 23/05/1963

Gender: Male

Is Establishment Closed?: No

Select Employer: MADHVA COATS LTD. (PSNHR0000050000)

Update Details

\*\*Note: Changes requested should be as per Aadhaar

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Step 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”

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

UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PANDEY

Home View Manage Account Online Services

**Pending requests**

Reference Number	Establishment Name	Details	Present Status	Action
2	MADHVA COATS LTD.	View	Pending at employer	Delete request

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