

Dear All,

Based on the mail received from EPFO on the subject cited above, all employees are advised to file their e-Nomination at Member Interface of Unified Portal immediately.

This is a new provision which PF department has enabled in UAN portal and under which all employees are supposed to update their nominee details online.

Updating E-Nomination will help a member to easily file Online Pension Claim and also will enable his/her nominee to easily file Claims.

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

How to submit EPF Account Nomination details online?

- Kindly visit Member Interface of [EPFO Unified Portal](https://unifiedportal-mem.epfindia.gov.in/memberinterface).
- Login with your UAN credentials.
- Click on 'Manage' menu tab and then click on E-Nomination option.



- If you have not updated your Profile picture, you have to update it through View -> Profile option, else you cannot proceed further.



- You have to upload your profile photo in the portal by clicking on 'change photo' link.



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

Home View Manage Account


Member Details

Change Photo

Quick Links

Passbook
Service & Nomination

- Once you are done with uploading your photo under Profile section, you can go back to Manage menu option -> click on E-Nomination link.
- Your profile page, with details like UAN, Name, Date of Birth, gender etc., will be displayed. You have to provide your 'Permanent Address' details in the relevant field and click on Save button.
- You then need to provide 'yes' or 'no' to Family Declaration. On selecting 'having family' – YES, you will be asked to provide 'Add Family Member(s)' details. You have to provide details of your family members like their names, date of birth, relation and Address.



Family Declaration

Having Family? ☒ Yes ☐ No

Add Family Details

Name	Date of Birth	Relation	Address	Guardian	Remove
Max 85 characters	DD/MM/YYYY	--Select Relation--		<input type="checkbox"/>	<input type="checkbox"/>

Add Row Save Family Details

- In the next step, you need to nominate your family member(s) for your EPF account. 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, kindly click on 'Save EPF Nomination' button.



- You can then approve your e-Nomination form through **Aadhaar e-Sign** facility. Kindly click on e-Sign button to generate/Enter virtual ID.

➤ **For generating virtual ID:-**

To generate a virtual ID, you need to send an SMS to 1947. From your registered mobile number, send an SMS to 1947 in the format: GVID<SPACE>Last four digits of your Aadhaar number.

Once the SMS is sent, UIDAI will send you an SMS containing your 16-digit virtual ID.

➤ **For retrieving 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



GVID<SPACE>Aadhaar-Number-last-4-digits

For example if the Aadhaar number is 1234-5678-9123 then
SMS – **GVID 9123** and send it to **1947**

To Retrieve – Virtual ID



RVID<SPACE>Aadhaar-Number-last-4-digits

For example if the Aadhaar number is 1234-5678-9123 then
SMS – **RVID 9123** and send it to **1947**

- **Once you Enter Virtual ID, Click on Verify Button.**

A screenshot of a web browser showing the 'Demographic Authentication' service. The browser's address bar displays 'https://demoservice.cdac.in/demoauthapi/prod#'. The page header includes the Government of India logo, the 'Digital India' logo, and the 'CDAC' logo. Below the header, a message states 'You are currently using Demographic Authentication Service'. The main content area is titled 'Demographic Authentication' and features a form with a label 'Enter Virtual Id' and a text input field. To the right of the input field is a tooltip that says 'Open below url in new tab to generate VID' and provides the URL 'https://resident.uidai.gov.in/webresidentvidgeneration'. Below the input field is a blue link labeled 'Get Virtual ID'. A checkbox is present with the text 'By clicking the checkbox, I hereby give my consent for using demographic data from AADHAAR for the purpose of Demographic Authentication.' At the bottom of the form are two buttons: 'Verify' and 'Cancel'.

- Click on :- 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.

The screenshot shows a web browser window with the URL <https://esign.epfindia.gov.in/assigntwo/>. The page header includes the EPFO logo and the text "Employees' Provident Fund Organisation, India" and "Ministry of Labour & Employment, Government of India". The main content area features a checkbox with the text: "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." The browser's taskbar at the bottom shows the date as 06 February 2020 and the time as 14:14.

- Enter Virtual ID and Click on Get OTP. Once you get OTP enter in OTP Column and click on Submit Button.

The screenshot shows a web browser window with the URL <https://esignservice1.cdac.in/esignservice2.1/OTP>. The page header includes the Government of India logo, the "Digital India" logo, and the "C-DAC" logo. A message states: "You are currently using C-DAC eSign Service and have been redirected from". The main content area is titled "Aadhaar Based e-Authentication" and contains a form with the following fields: "Aadhaar Number" (with the value 9119710880624714), "Enter Your Aadhaar OTP", and a checkbox labeled "I have read and provide my consent". There are links for "Get Virtual ID", "View Document Information", "Submit", "Cancel", and "Not Received OTP? Resend OTP". The browser's taskbar at the bottom shows the date as 06 February 2020 and the time as 14:18.

After giving nomination details online, member has to digitally sign the nomination. Aadhaar based eSign is being used for digital signing of nomination form.

*What is e-Sign? – **eSign** is an online electronic signature service in India to facilitate an **Aadhaar** holder to digitally sign a document. The signature service is facilitated by authenticating the **Aadhar** holder via the **Aadhar-based** e-KYC (electronic Know Your Customer) service.)*