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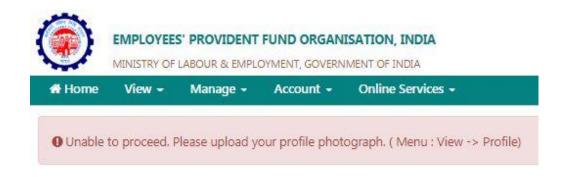
https://unifiedportal-mem.epfindia.gov.in/memberinterface

How to submit EPF Account Nomination details online?

- Kindly visit Member Interface of EPFO Unified Portal.
- 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.
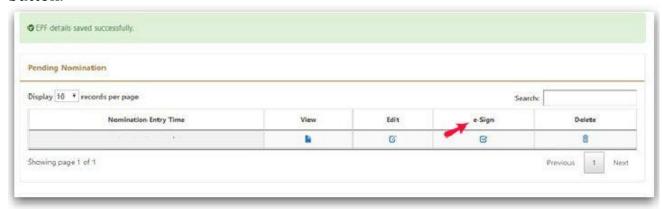
- You have to upload your profile photo in the portal by clicking on 'change photo' link.

- 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.

- 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.
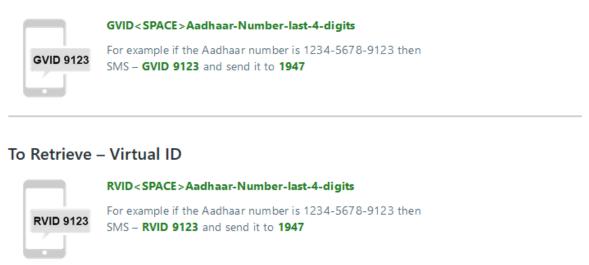
  ➢ **For generating virtual ID:-**

     To general 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.
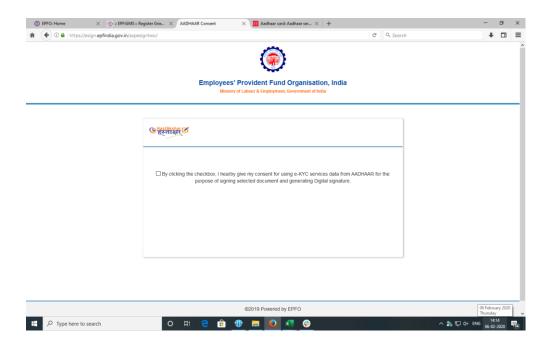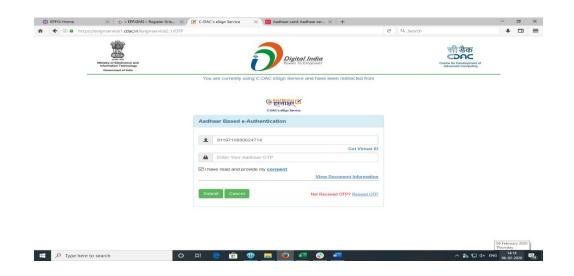
To Generate – Virtual ID

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

GVID 9123

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

RVID 9123

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.**

- ➤ **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.**

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

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.)*