

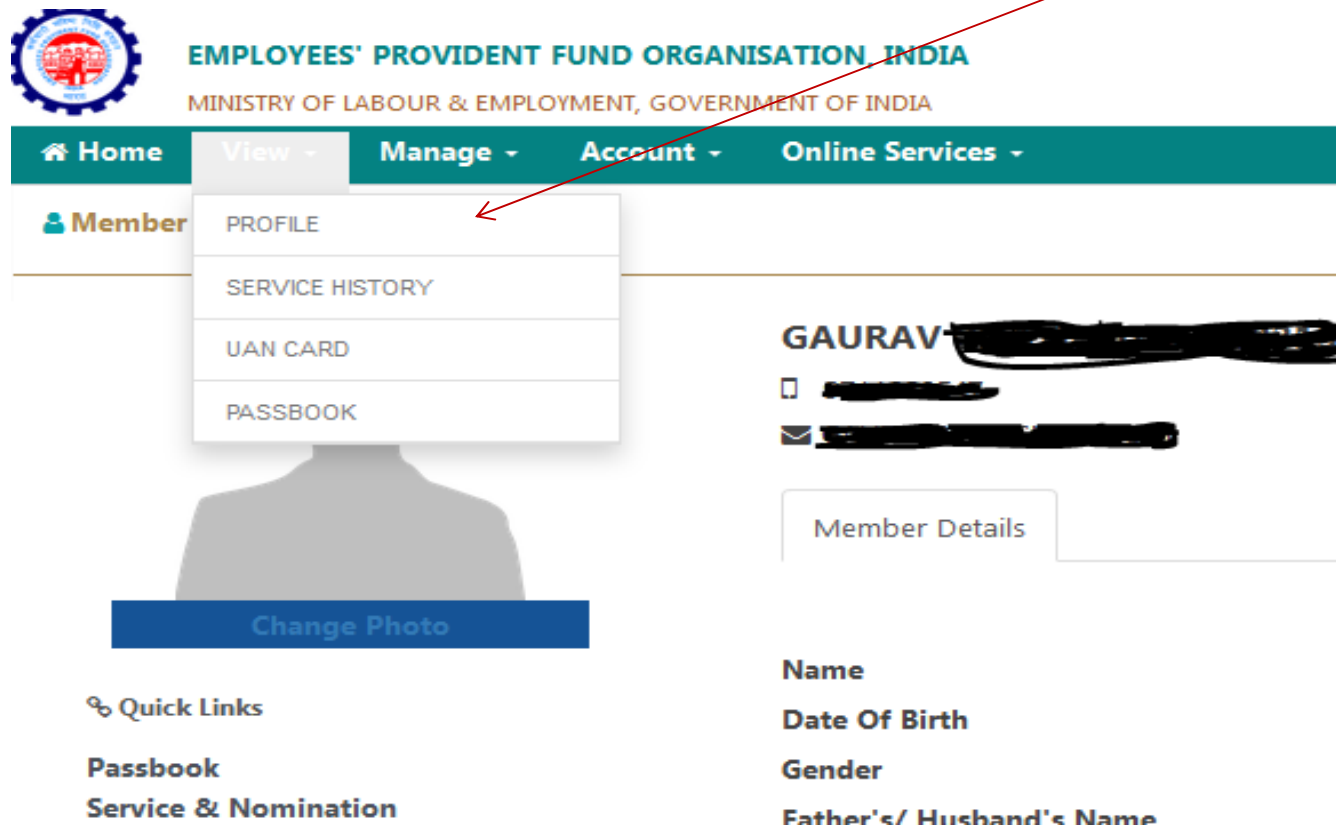
E-nomination Facility on EPFO Unified Member Portal

GD & SN Co.
Complete HR Solutions

Step of E-nomination Facility by EPFO on Unified Member Portal

- EPFO has recently launched facility of E-nomination on Unified Member Portal. EPFO subscriber can give nomination or change existing nomination by using this facility. EPFO subscriber can use this facility to check and change his EPF account nomination. In this ppt, you will find the step by step process of using E-nomination facility.
- The earlier process of changing EPF nomination offline was lengthy and cumbersome. In the old offline process, EPF subscriber was submitting FORM 2 for the nomination and this form was submitted to the employer for authorization and then employer was sending this Form to EPF office for nomination change. The entire process was manual and time-consuming.


- **Step 1** – Visit Unified Member Portal – link is given below
<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
and login using UAN credential. Opt for “Profile under “View” tab.

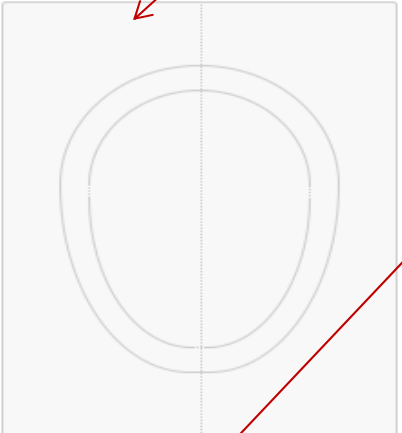


The screenshot displays the EPFO Member Interface. At the top, the logo of the Employees' Provident Fund Organisation, India, is shown alongside the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A navigation bar contains "Home", "View", "Manage", "Account", and "Online Services". The "View" menu is open, showing options for "PROFILE", "SERVICE HISTORY", "UAN CARD", and "PASSBOOK". A red arrow points to the "PROFILE" option. Below the navigation bar, the user's name "GAURAV" is visible, followed by a redacted area. A "Change Photo" button is located below the user's name. On the right side, a "Member Details" section is partially visible, showing fields for "Name", "Date Of Birth", "Gender", and "Father's/ Husband's Name".


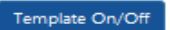
- **Step 2** – Browse to upload your photo, then click on preview.

- The photograph is to be taken using a digital camera.
- The photograph is to be restricted to size of 3.5 cm x 4.5 cm before uploading.
- The image should have face prominently visible (80% of the image) with both ears visible.
- The image should be in jpeg or jpg or png format.

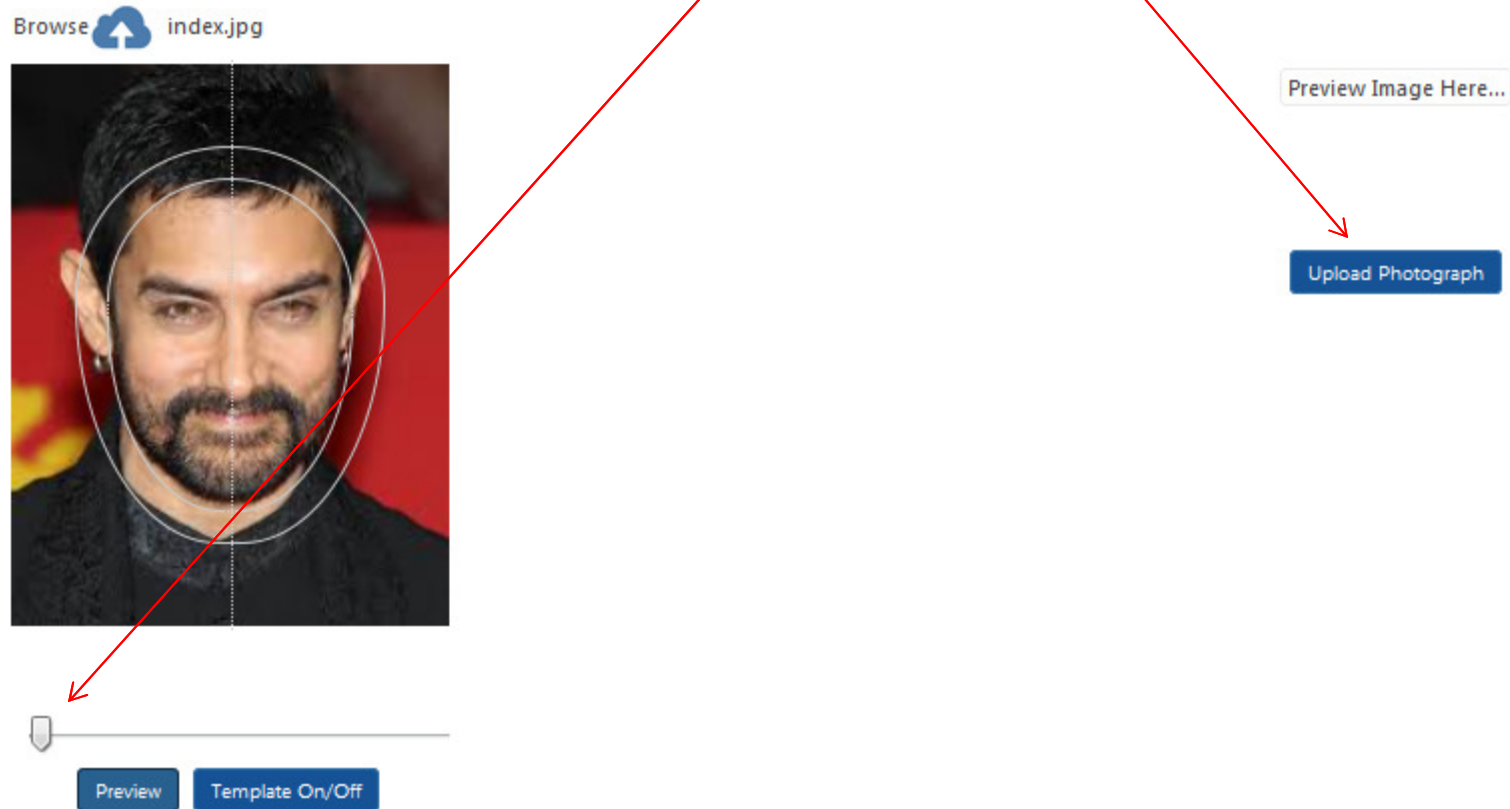
Browse 



Preview Image Here...

- **Step 3** – Drag left/right to adjust the photo. Click to Upload Photograph



- **Step 4** – Update your address



Quick Links

Passbook

Service & Nomination



Member Details

Name	Amir Khan	
Date Of Birth	13/10/1987	
Gender	MALE	
Father's/ Husband's Name	Afzal khan	
Relation	FATHER	
Is International Worker	NO	
Qualification	POST-GRADUATE	
Marital Status	MARRIED	
Permanent Address	Not Available	
Current Address	Not Available	
Differently Abled	NO	

- **Step 5** – Go to manage tab and opt for E - Nomination



- **Step 6** – Fill your family details
(* indicated are mandatory to fill).

Add Family Details

AADHAAR*	Name*	Date of Birth*	Gender*	Relation*	Address*	Bank Account Details	Guardian	Photo*	Remove
<input type="text" value="Enter AADHAAR No."/>	<input type="text" value="Max 85 charact"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="--Select Ge"/>	<input type="text" value="--Select Rel"/>	<input type="text" value="Locality (Max Length 30 char)"/> <input type="text" value="Street (Max Length 30 char)"/> <input type="text" value="City"/> <input type="text" value="Select State"/> <input type="text" value="--Select District--"/> <input type="text" value="6 Digit Pin Code"/>	IFSC : <input type="text" value="Enter IFSC Code"/> Branch Name : <input type="text" value="Branch Name"/> Account Number : <input type="text" value="Enter Bank Account No"/>	<input type="button" value="+"/>	 Click Here To Upload Photograph	<input type="button" value="X"/>

Add Row

Save Family Details

- **Step 7** – To add more family members opt for “Add Row” otherwise click to “Save Family details”

The image shows a screenshot of a web application interface. At the top, there is a table with several empty columns. To the right of the table is a text input field containing the value '201014'. Below the table and input field are two blue buttons: 'Add Row' and 'Save Family Details'. Two red arrows originate from the text 'Add Row' and 'Save Family details' in the list above, pointing to the respective buttons.

- **Step 8** – Opt in to nominate the family member for EPF/EPS nomination and fill the share (%) in the desired column. Click to Save EPF Nomination

EPF Nomination

Select	AADHAAR	Name	Date of Birth	Relation	Address of Nominee	Name and Address of Guardian	Total amount of share (%)
<input checked="" type="checkbox"/>							50.0
<input checked="" type="checkbox"/>							50.0

Save EPF Nomination


Nomination History

- **Step 9** – click on View and check the details . Thereafter click on e-Sign for verify. Finally your e nomination process is completed.

Pending Nomination

Display 10 records per page

Search:

Nomination Entry Time	View	Edit	e-Sign	Delete
22-OCT-2019 17:21				

Showing page 1 of 1

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