

# HOW TO MODIFY EMPLOYEE'S BASIC DETAILS ON UAN



# WEBSITE—

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



**Employees' Provident Fund Organisation, India**  
Ministry of Labour & Employment, Government of India

Make sure your KYC details are update on  
UAN on your bank, pan & Adhaar before  
modify details



# STEP -1

## Login your UAN

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

Dear EPF Members !!

Universal Account Number (UAN)  
**MEMBER e-SEWA**

Entered your UAN details & Password

UAN: 100195223122  
Password: .....

[Sign in](#) [Reset](#)

[Forgot your password](#) [Unlock Account](#)

**Important Links**

- [Activate UAN](#)
- [Know your UAN status](#)
- [Registration](#)

**NOTE**

- One mobile number can be used for one registration only.
- A member can view the passbooks of the EPF accounts which has been tagged with UAN.
- The facility of passbook is not available for members of establishments having exemption under the EPF Scheme 1952.

[Download/Print your Updated Passbook anytime.](#)

[Download/ Print your UAN Card.](#)

[Update your KYC information.](#)

[Contact Us](#) [FAQs](#)

©2015. Powered by EPFO

# STEP -2

Click on Manage → Modify Basic Details

The screenshot displays the EPFO India website interface. At the top left is the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". On the top right, the user's UAN (1001 9522 3122 /Ms. KOMAL) and a language selector are visible. A navigation bar contains "Home", "View", "Manage", "Account", and "Online Services". The "Manage" dropdown menu is open, showing "CONTACT DETAILS", "KYC", and "MODIFY BASIC DETAILS". The "MODIFY BASIC DETAILS" option is circled in blue, and a black arrow points to it from the right. Below the navigation bar is a "UAN Card" section with "More Info" links. To the right is a "Member Profile" section. At the bottom left is an "Alert" box with a message about the Passbook. The footer contains "Contact Us" and "FAQ" links.

# STEP -3

Clicking Update Details, the request will be submitted to the employer for further approval. Please ensure Provide the correct details as per Adhaar (System will verify the details entered with UIDAI- Adhaar Data)

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

UAN : 1003 4100

Home View Manage Account Online Services

### Modify Basic Details

N version 13 Please Enter Aadhaar no..*	Not Available	63 [REDACTED] 9
Name:*	SA [REDACTED] DMBEY	HA [REDACTED] IK
Date of Birth:*	23 [REDACTED] 5	01 [REDACTED] 7
Gender:*	Male	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Is Establishment Closed?:	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Select Employer:	MAD [REDACTED] COATS LTD. (DSNHPR000000000000)	

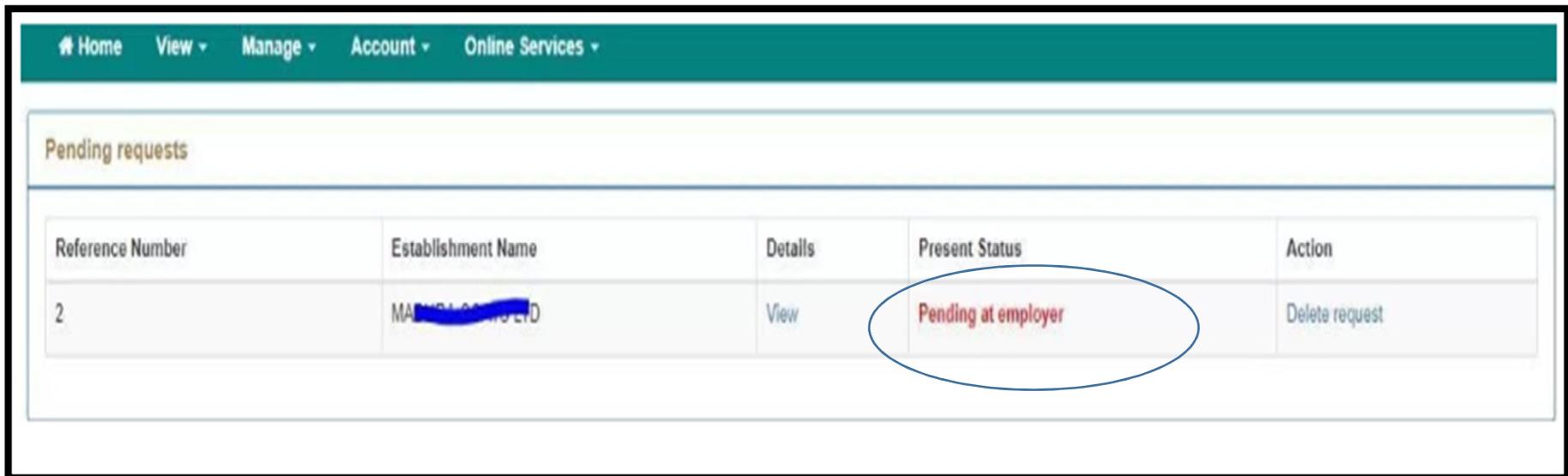
**Update Details** ←

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

©2015. Powered by EPFO s Thu 16 Nov 2017 ( SV 1.1.13 )

# STEP -4

Now you can access this option by clicking Manage -> Modify Basic Details  
-> Pending Requests



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, View, Manage, Account, and Online Services. Below the navigation bar is a section titled "Pending requests". This section contains a table with the following data:

Reference Number	Establishment Name	Details	Present Status	Action
2	MAHARAJA...	<a href="#">View</a>	Pending at employer	Delete request

Need to modify father name spelling on  
UAN?



# WEBSITE—

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



**Employees' Provident Fund Organisation, India**  
Ministry of Labour & Employment, Government of India

# STEP -1

Click on Inoperative A/C Helpdesk option

The screenshot displays the homepage of the Employees' Provident Fund Organisation, India. At the top left is the EPFO logo, followed by the organization's name and its affiliation with the Ministry of Labour & Employment, Government of India. A navigation bar contains links for 'Our Services', 'Status Of Establishments', 'EPFO Corner', and 'Miscellaneous'. A central text block provides information for employees, and a green banner on the right announces the launch of a 'UNIFIED PORTAL'. Below this, three columns are dedicated to 'SERVICES', 'IMPORTANT LINKS', and 'DOWNLOADS'. In the 'SERVICES' column, the 'Inoperative A/c Helpdesk' link is circled in blue and pointed to by a black arrow. The footer contains a series of utility links including Home, Contact Us, Sitemap, Disclaimer, Copyright Policy, Hyperlinking Policy, Terms Of Use, Feedback, and Privacy Policy.

**Employees' Provident Fund Organisation, India**  
Ministry of Labour & Employment, Government of India

FOR EMPLOYEES

The three Social Security Schemes run by the Employees' P F Organisation are for the employees engaged in the Industries and establishments and EPFO constantly makes effort to provide better services. Information regarding all the available services and the application forms for Employees and Pensioners are available for download and the process for availing the benefits have been explained in the documents and FAQs. The women employees are also given the benefits at par and there are special benefits for the employees who had to leave the present job due to physical incapacitation. The youth of the country who are our potential customers either by becoming an entrepreneur or an employee can also collect all information on the facilities and the benefits provided by the EPFO.

**EPFO Launches "UNIFIED PORTAL" (with UAN based ECR Filing)**

**SERVICES**

- Member Passbook
- Member UAN/Online Service (OCS/OTCP)
- OCS / UMANG - FAQs / Eligibility
- Know Your Claim Status
- EPFIGMS (Register your Grievance)
- Fillable Application Form for COC
- Pensioner's Portal
- One Employee - One EPF Account
- Inoperative A/c Helpdesk**

**IMPORTANT LINKS**

- Know Which Claim Form to Submit
- Status - IWU Certificate of Coverage Issued
- Video Tutorials

**DOWNLOADS**

- Contribution Rate
- Wage Ceiling
- Rate of Interest
- Process for Change in Name & Basic Details of Members
- Help - Establishment Search Use
- EPFO - Mobile Application (UMANG)
- UAN Presentation
- Resolution on Service Delivery Ethics
- EPS 1995 - List of Pension Disbursing Banks

Home | Contact Us | Sitemap | Disclaimer | Copyright Policy | Hyperlinking Policy | Terms Of Use | Feedback | Privacy Policy

# STEP -2

Click on the first time user button to register the case.

The image shows a screenshot of an official notice from the Employees' Provident Fund Organisation (EPFO). The notice is titled "Dear Members," and contains eight numbered points regarding inoperative accounts. A blue callout box with a white arrow points to the "First Time User" button at the bottom of the page. The callout box contains the text "First Time User" and "Click here to Proceed".

Dear Members,

1. Para 72(5) Employee Provident Fund Scheme 1952 defines an Inoperative account as follows:  
Any amount becoming due to a member as a result of (i) supplementary contribution from the employer in respect of leave wages/arrears of pay, instalment of arrear contribution received in respect of a member whose claim has been settled on account but which could not be remitted for want of latest address, or (ii) accumulation in respect of any member who has either ceased to be employed or died [but no application for withdrawal under paragraphs 69 or 70 or transfer, as the case may be has been preferred] within a period of [thirty six months] from the date it becomes payable, or if any amount remitted to a person, is received back undelivered, and is not claimed again within a period of [thirty six months] from the date it becomes payable, shall be transferred to the "Inoperative Account".
2. Further, Para 60(5) Employee Provident Fund Scheme 1952 states that the amount shall be credited to the account of a member from the date on which the account is declared as Inoperative Account, under the provisions of sub-paragraph (5) of paragraph 60 of the Scheme.
3. The e-governance initiatives of EPFO such as Online Registration, Online Transfer Claim Portal (OTCP), Online Monthly Return for Examination and Settlement, provision to update the accounts in batches have shown some success in reaching out to the inoperative account holders. The number of such subscribers is in crore.
4. This help desk is being created to assist these members to trace their inoperative accounts, which the member then can get it merged with the present account (UAN) or to have the same.
5. All the persons who require such help are requested to give the information as per fields mentioned in proforma created. You may leave fields blank if you do not have the information.
6. In order to get the benefit out of this facility the members are requested to provide correct contact along with email address, if available and only the registered mobile number so that EPFO may easily contact them. In case a member does not have a mobile number then a mobile number where he/she may be easily contacted should be provided. Somebody from EPFO will get in touch with you personally in the language of your choice. In case there is no response on the registered mobile the case will be closed.
7. All members are urged to immediately get their UAN activated before applying for settlement of his/her PF Accounts, the process for which is available at [unifiedportal-mem.epfindia.gov.in/memberinterface/](http://unifiedportal-mem.epfindia.gov.in/memberinterface/)
8. Wish you the best in settling your inoperative account.

Respectfully,  
Central PF Commissioner

User Manual for first time user      **▶ First Time User Click here to Proceed**      ◀ Existing User Click here to view Status

# STEP -3

A member will provide the problem description in not more than 1000 characters



**Employees' Provident Fund Organisation, India**  
(Ministry of Labour & Employment, Government of India)

EPFO Inoperative Account Help Desk

Submit Problem Details

Problem Description\*  
समस्या विवरण\*  
(Not More Than 1000 character)

Enter your problem here..

Next Reset

Character Left 1000

Enter your description of corrections as per adhaar

# STEP -4

Employee will provide the known details of the employment and click on next button

The screenshot shows the EPFO Inoperative Account Help Desk interface. At the top, it displays the EPFO logo and the text "Employees' Provident Fund Organisation, India (Ministry of Labour & Employment, Government of India)". Below this is the title "EPFO Inoperative Account Help Desk".

The form is divided into two main sections:

- Problem Description/ समस्या विवरण:** This section contains a large yellow text input field and a "Back" button.
- Employment Details/ रोजगार विवरण:** This section contains several input fields and dropdown menus for providing employment information. The fields include:
  - Establishment Code/ स्थापना कोड (with a "Search Establishment" button)
  - PF Account No./ पीएफ खाता नंबर
  - Establishment Name/ स्थापना का नाम
  - Establishment Address/ स्थापना पता
  - State/ राज्य (dropdown menu)
  - District/ जिला (dropdown menu)
  - City/ शहर
  - Pin Code/ पिन कोड
  - Landmark/ निकटतम निशान
  - Owner Name/ मालिक का नाम
  - Date Of Joining/ शामिल होने की तिथि
  - Date Of Leaving/ छोड़ने की तिथि
  - PF Office Name/ पीएफ कार्यालय का नाम (dropdown menu)
  - Any Other Description/ अन्य विवरण

At the bottom of the form, there are two buttons: "Next" and "Reset".

A blue speech bubble on the right side of the form contains the text "Enter your employer details". An arrow points from this speech bubble to the "Search Establishment" button in the "Employment Details" section.

# STEP -5

Employee will provide the personal details. None of the fields are mandatory except for Name, Date of Birth and Mobile Number.

EPFO Inoperative Account Help Desk

**Problem Description/ समस्या विवरण**

**Problem Description/ समस्या विवरण**

**Establishment Detail/ स्थापना विवरण**

Establishment Code	PF Account No.	Date Of Joining	Date Of Leaving	Establishment Name	Establishment Add	City/ State/ District/ Pin	Owner Name	PF Office Name	Any Other Description
-	-	-	-	-	-	-	-	-	-

**Enter Personal Details/ व्यक्तिगत विवरण**

**Name/ नाम\***

**Mobile/ मोबाइल\***

**Date Of Birth/ जन्म तिथि\***

**Name Of Father/Husband  
पिता का नाम/पति**

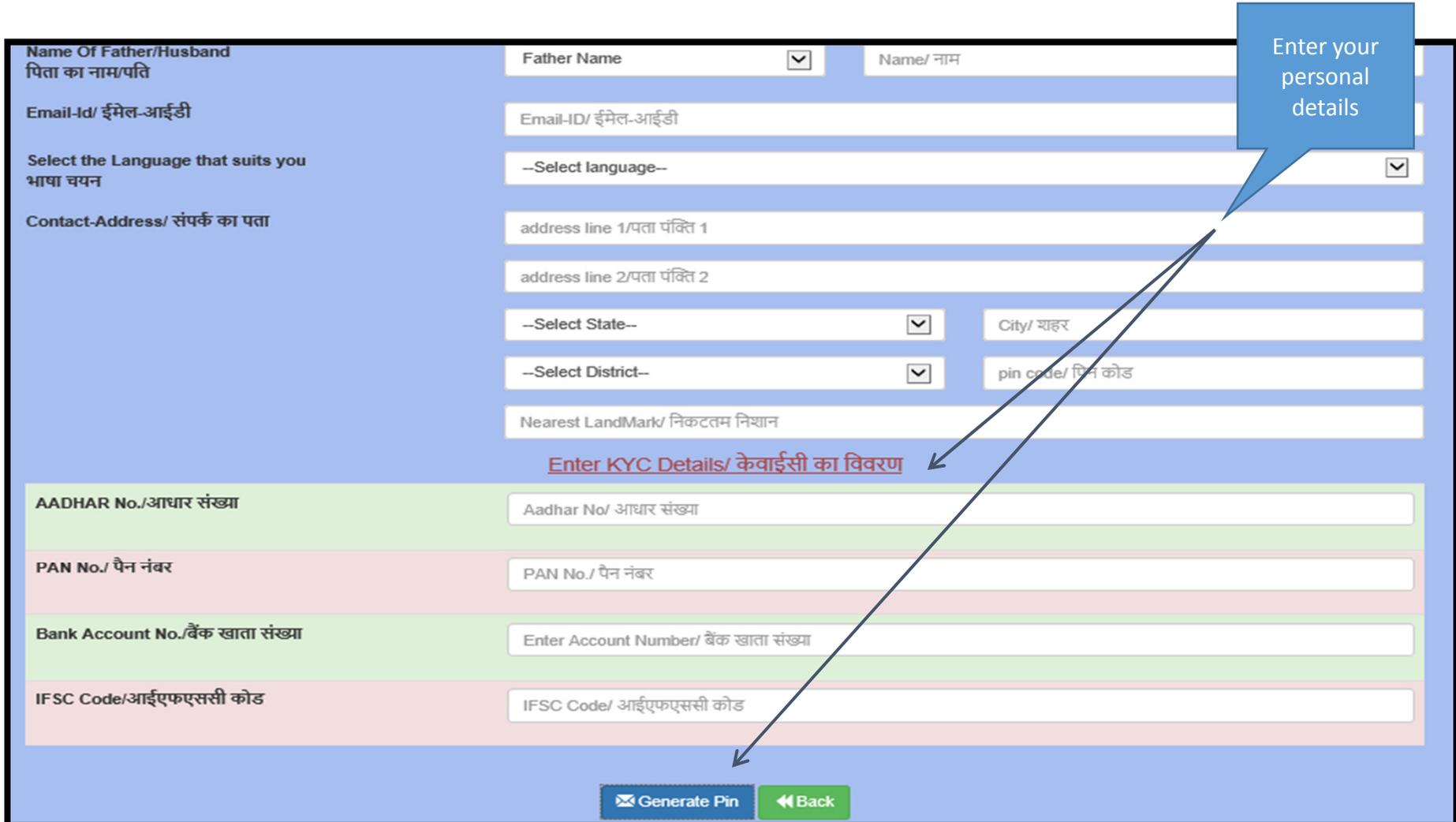
**Email-Id/ ईमेल-आईडी**

**Select the Language that suits you  
भाषा चयन**

Enter your personal details

# STEP -5

Employee will provide the personal details. None of the fields are mandatory except for Name, Date of Birth and Mobile Number and submit OTP



The screenshot shows a KYC form with the following sections and fields:

- Personal Details Section (Blue background):**
  - Name Of Father/Husband / पिता का नाम/पति: Father Name (dropdown), Name/ नाम (text)
  - Email-Id/ ईमेल-आईडी: Email-ID/ ईमेल-आईडी (text)
  - Select the Language that suits you / भाषा चयन: --Select language-- (dropdown)
  - Contact-Address/ संपर्क का पता: address line 1/पता पंक्ति 1 (text), address line 2/पता पंक्ति 2 (text), --Select State-- (dropdown), City/ शहर (text), --Select District-- (dropdown), pin code/ पिन कोड (text), Nearest LandMark/ निकटतम निशान (text)
- KYC Section (Green background):**
  - Enter KYC Details/ केवाईसी का विवरण (red text)
  - AADHAR No./आधार संख्या: Aadhar No/ आधार संख्या (text)
  - PAN No./ पैन नंबर: PAN No./ पैन नंबर (text)
  - Bank Account No./बैंक खाता संख्या: Enter Account Number/ बैंक खाता संख्या (text)
  - IFSC Code/आईएफएससी कोड: IFSC Code/ आईएफएससी कोड (text)
- Buttons:** Generate Pin (blue), Back (green)

A blue callout box with the text "Enter your personal details" has an arrow pointing to the personal details section of the form.

# STEP -6

Mobile number of the Member will be verified through the PIN sent on his mobile. After mobile verification an SMS would be sent to the member communicating his/her reference ID for his future reference.



**Employees' Provident Fund Organisation, India**  
(Ministry of Labour & Employment, Government of India)

[EPFO Inoperative Account Help Desk](#)

**ACKNOWLEDGEMENT**

Thank you !

Your details have been successfully received online with reference no. **15021018482** Keep this Reference No. for all your future correspondence(s) with EPFO. Keep visiting this web site for latest updates.

EPFO Help Desk will contact you shortly.

[PRINT ACKNOWLEDGEMENT](#) [Close](#)



How many days will it take to approve the request for Change of Name, Date of Birth  
The EPFO has not yet provided any time limit for processing EPF UAN basic details correction requests. After employee submits the request

- The request is forwarded to Employer you can approve or reject the request online.
- If the employer approves then request will go to EPFO Field Office where Dealing Assistant, Section Supervisor and then APFC/RPFC will reject or approve the request.

For many people who have used this facility, **it has taken more than 15** days and still the request has not been approved. We have raised the issue with EPFO, contact the concerned field/Regional Office of EPFO. The contact details are available on EPFO website under the following link/[URLhttp://www.epfindia.gov.in/site\\_en/Contact\\_us.php](http://www.epfindia.gov.in/site_en/Contact_us.php)



*Thank you!*