HOW TO MODIFY EMPLOYEE'S BASIC DETAILS ON UAN

WEBSITE–

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

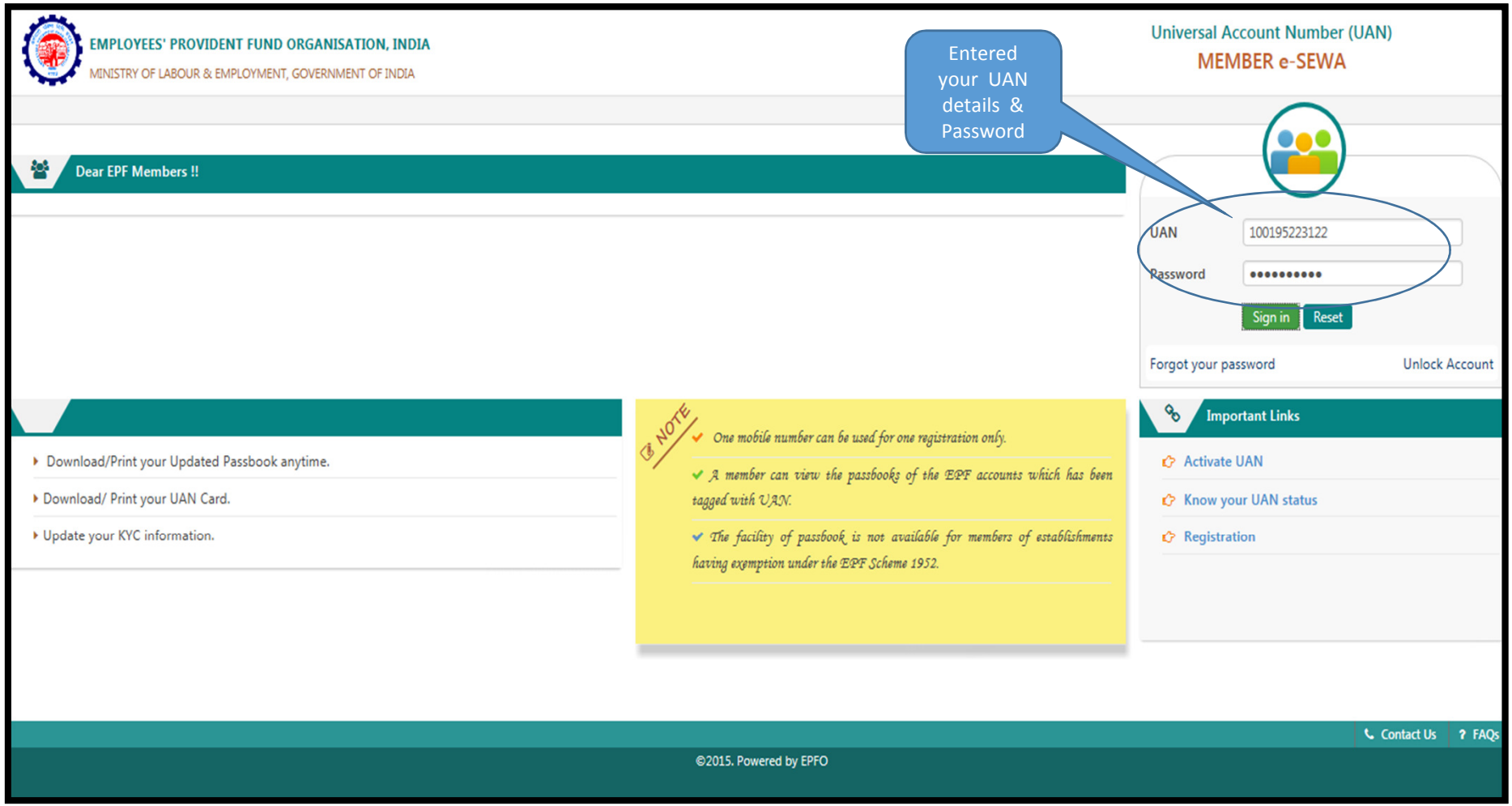
Employees' Provident Fund Organisation, India

Ministry of Labour & Employment, Government of India

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

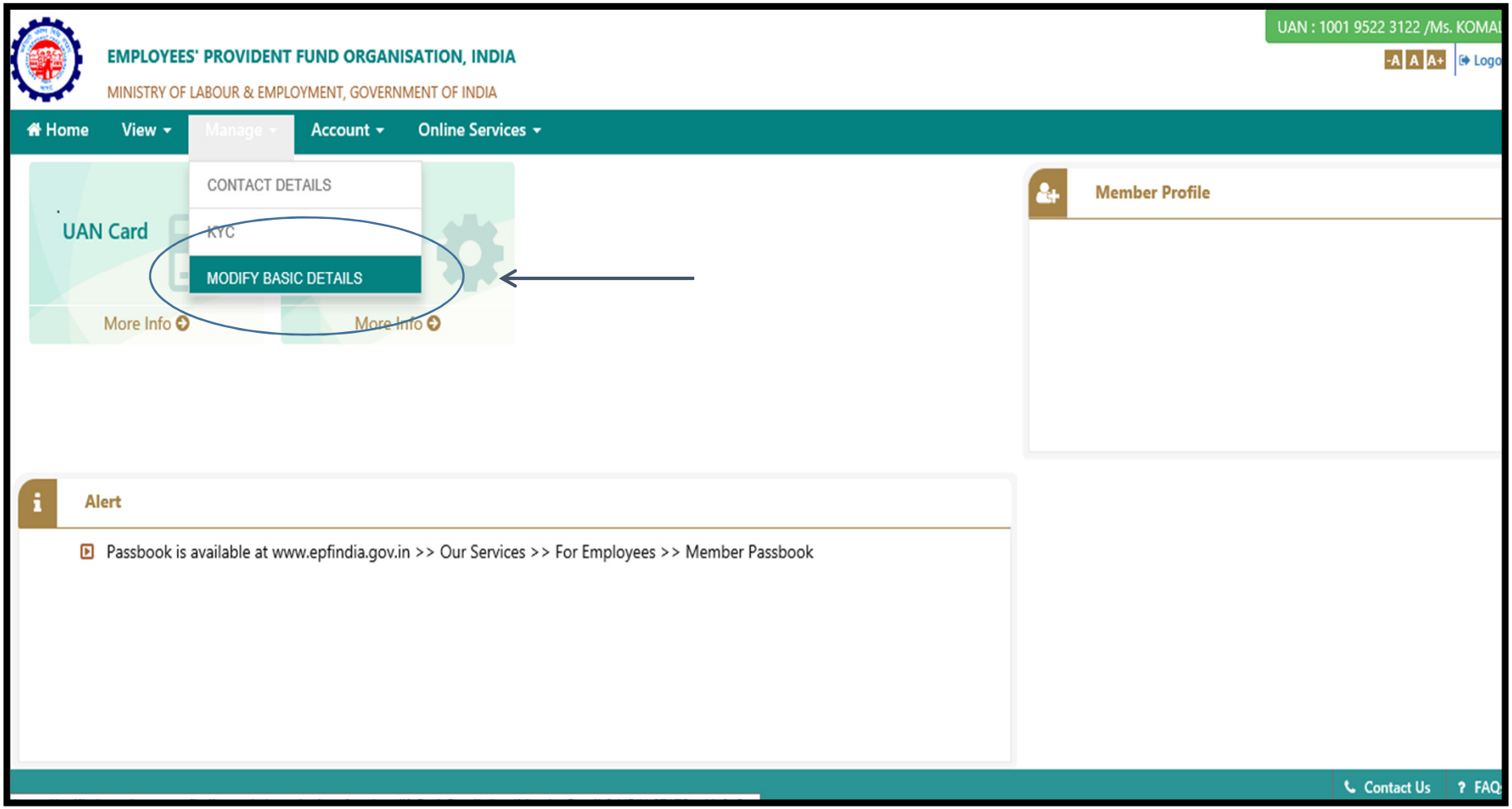
STEP -1

Login your UAN



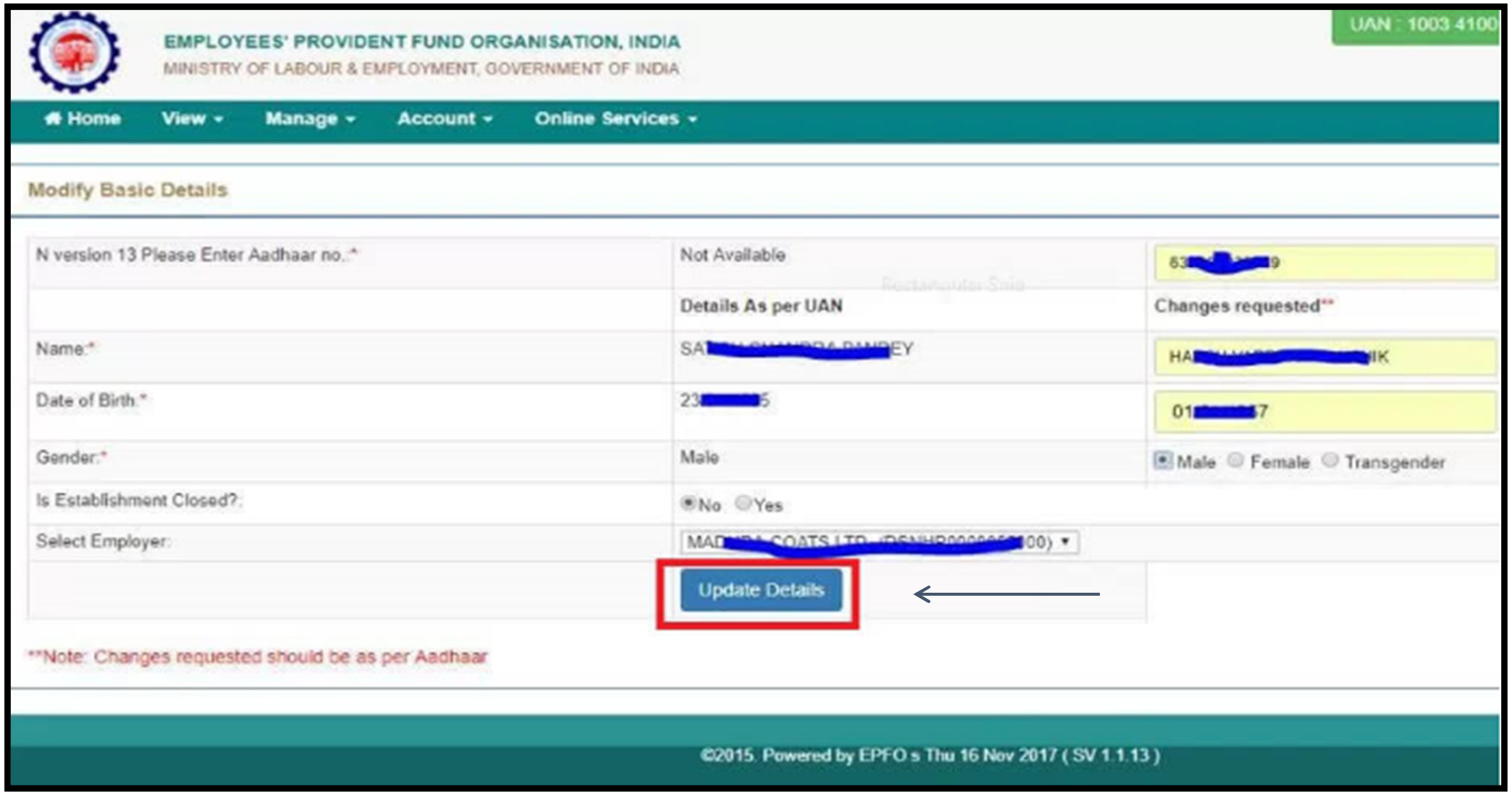
STEP -2

Click on Manage →Modify Basic Details



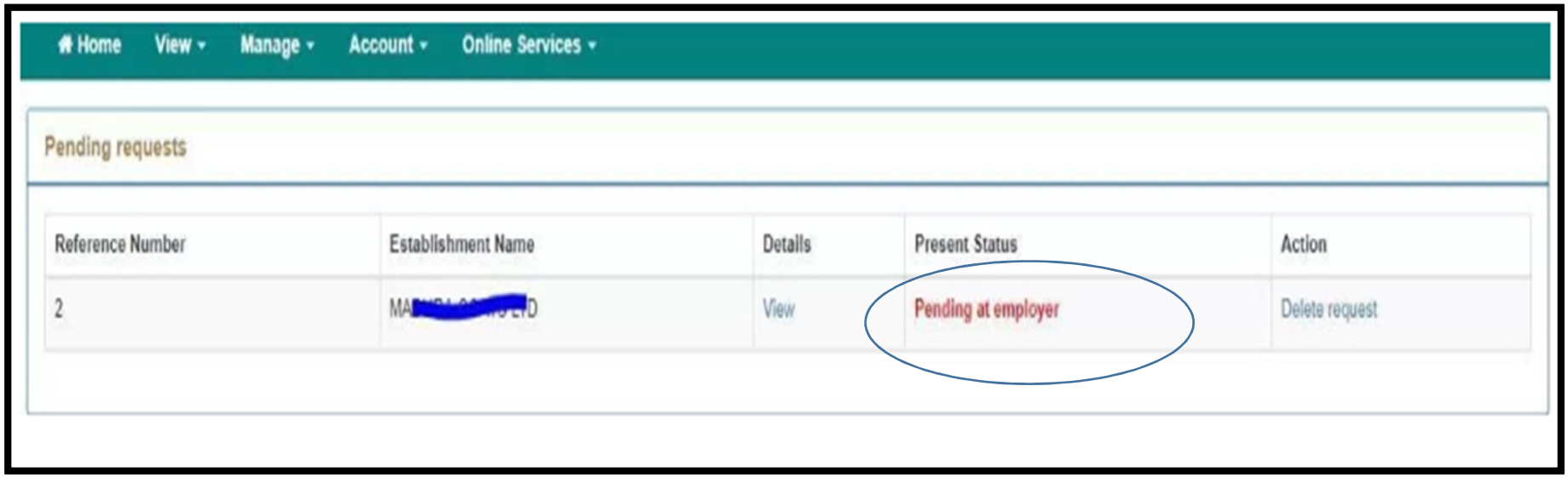
STEP -3

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)



STEP -4

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



Need to modify father name spelling on UAN?

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STEP -1

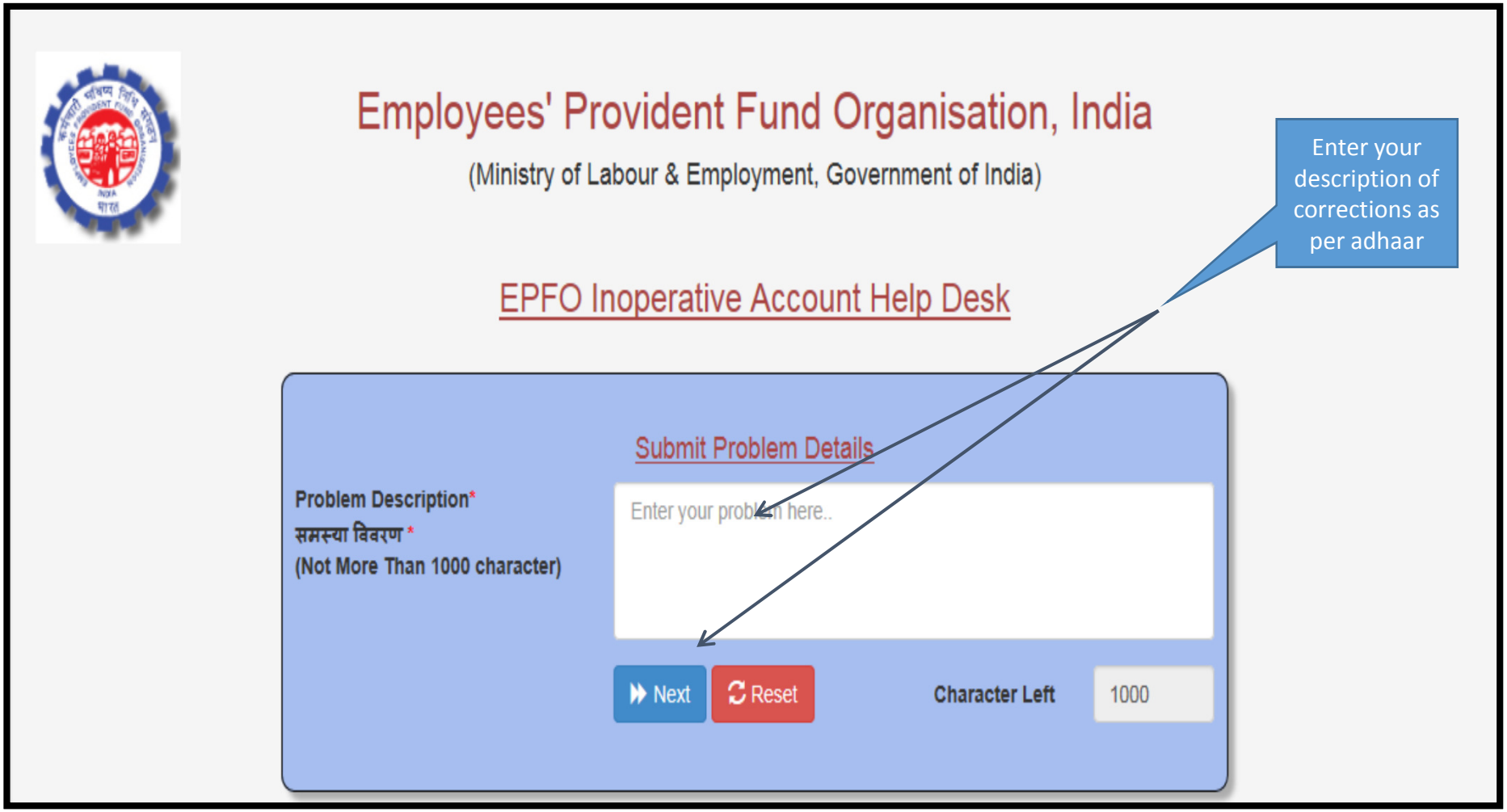
Click on Inoperative A/C Helpdesk option

STEP -2

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

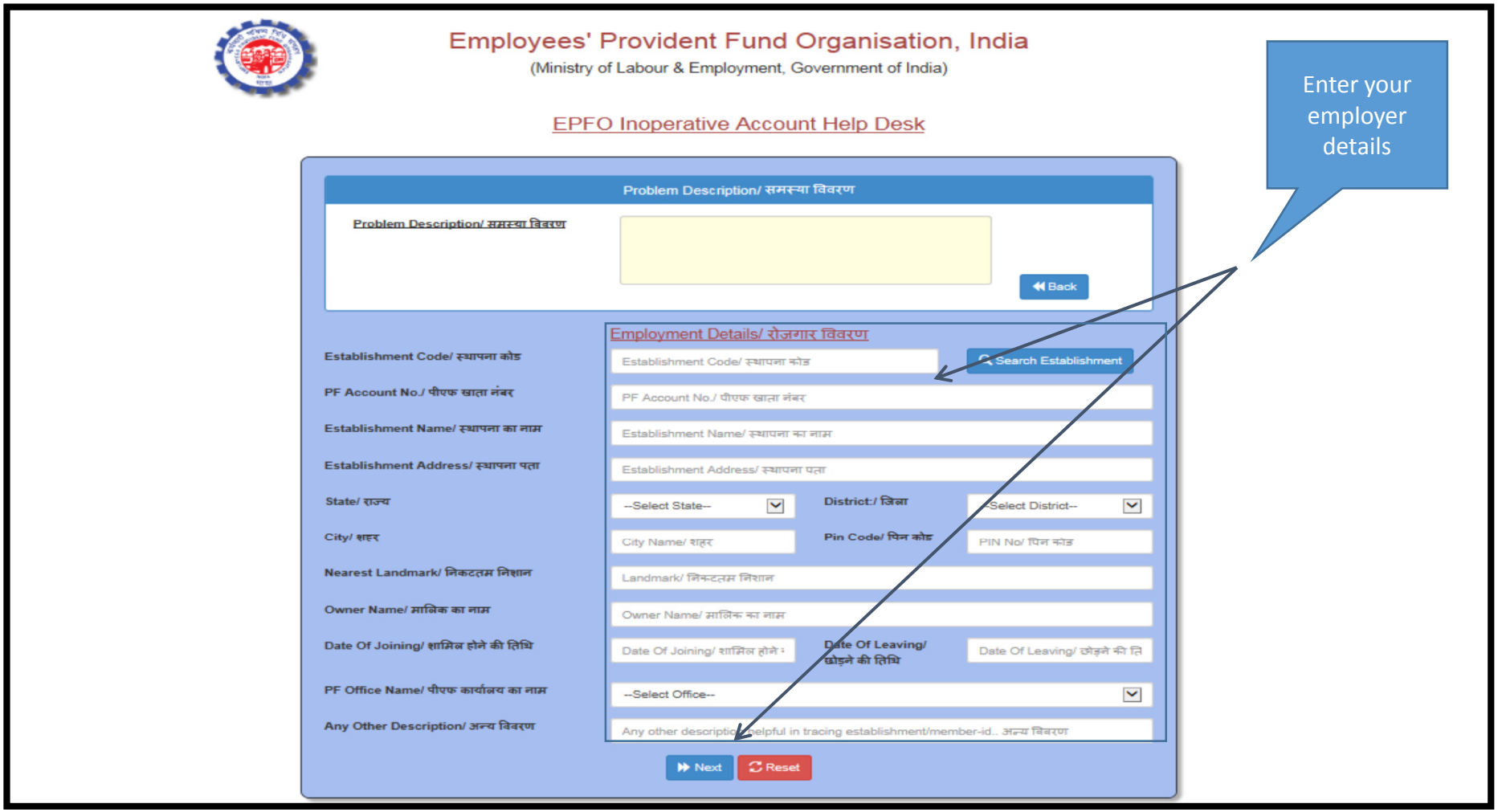
STEP -3

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



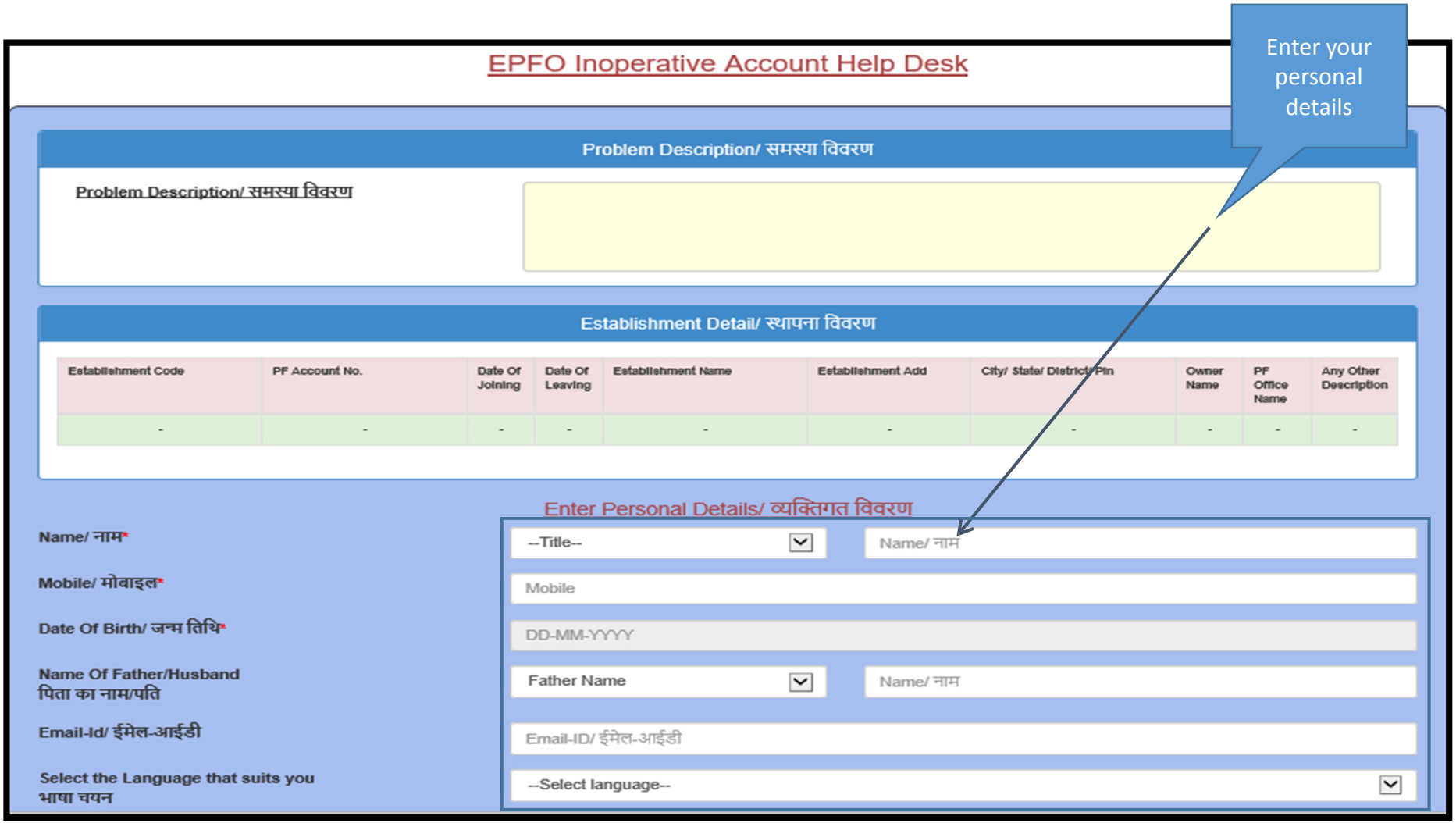
STEP -4

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



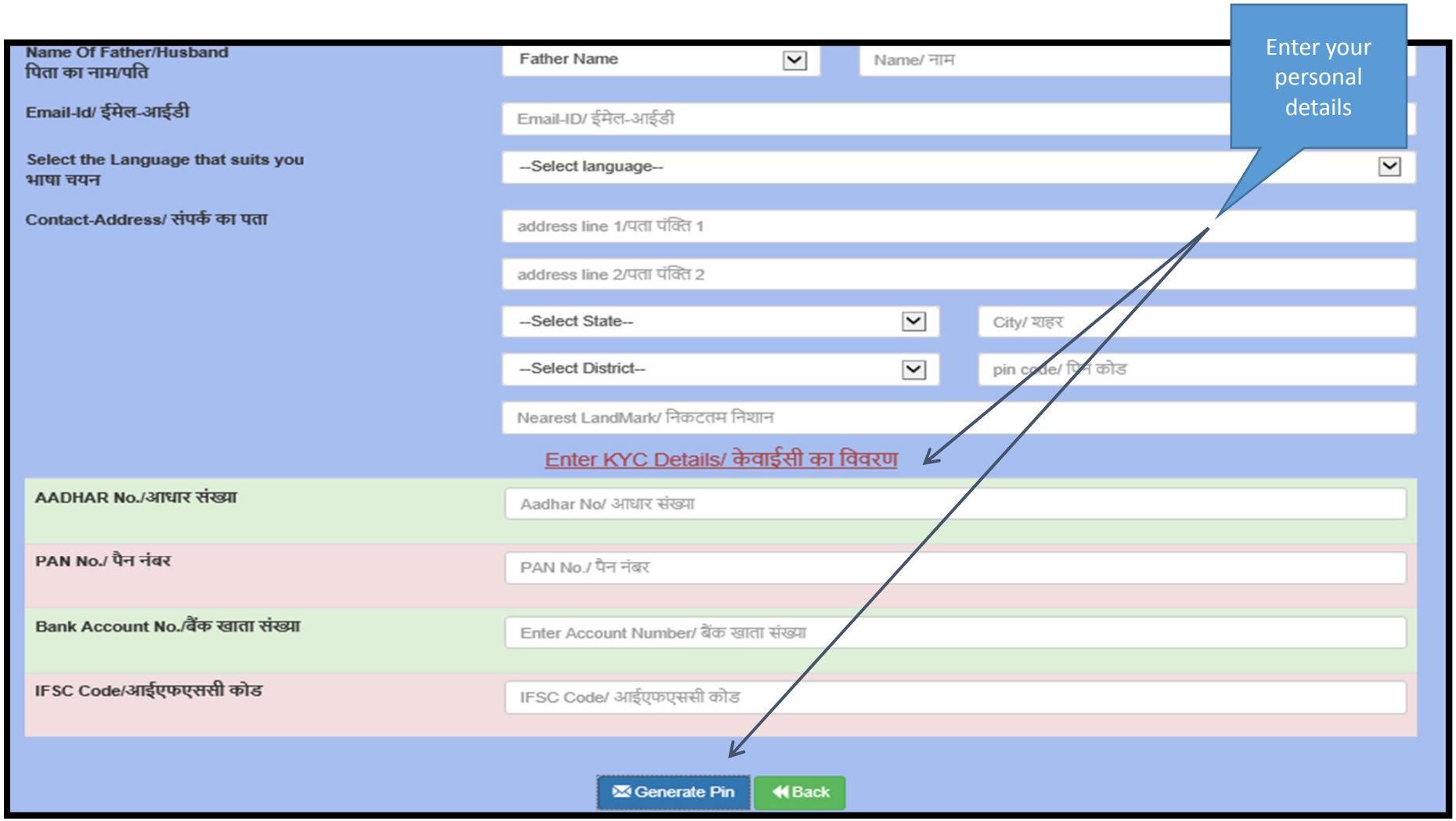
STEP -5

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



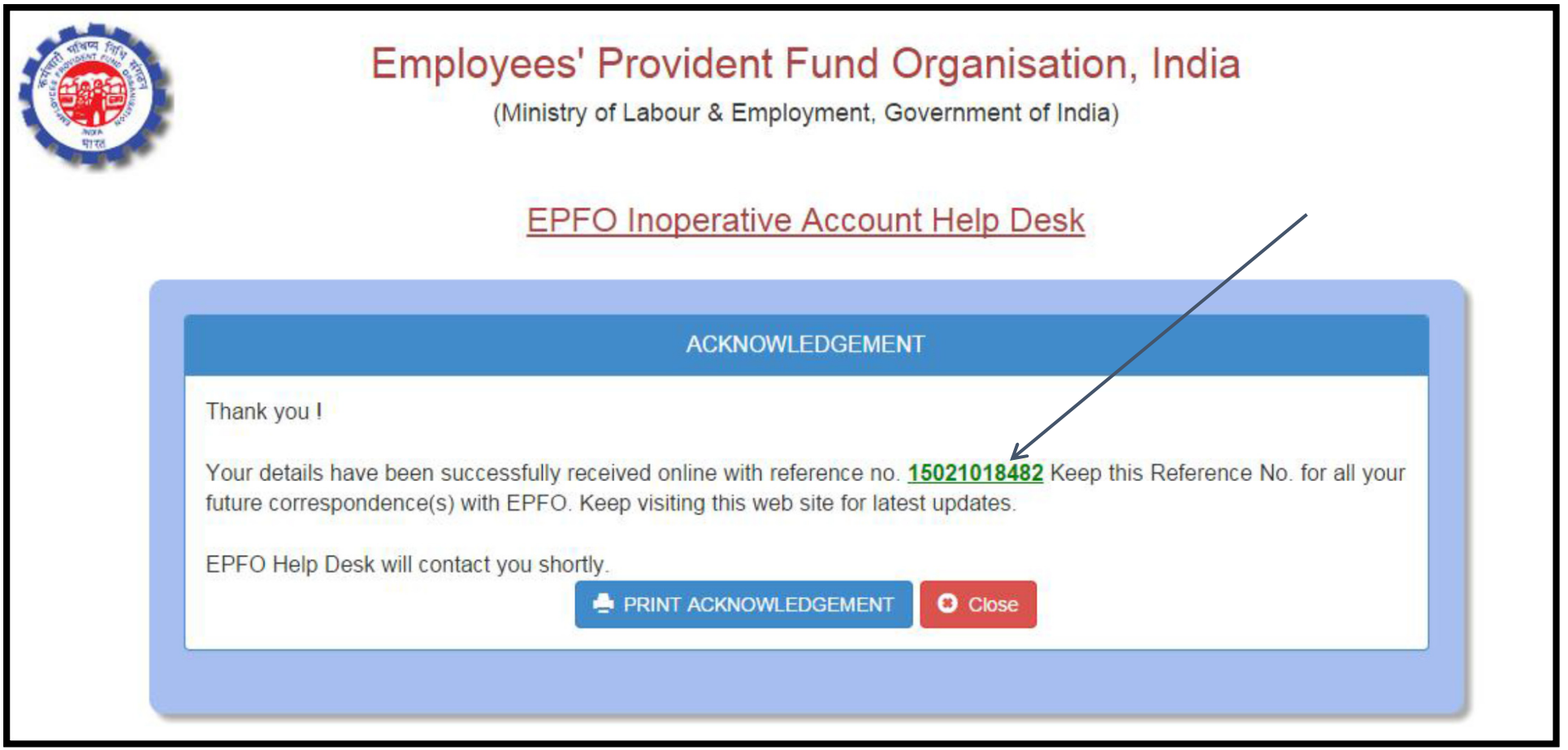
STEP -5

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



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.



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/URL http://www.epfindia.gov.in/site_en/Contact_us.php

Thank you!