

# PF FAQs

Navigating Your PF:  
step by step process

[www.persolkelly.co.in](http://www.persolkelly.co.in)



# How to activate UAN Online

Visit this link - [epfindia portal](https://epfindia.portal)

Click on Activation UAN

The screenshot displays the EPF India portal interface. At the top, the logo of the Employees' Provident Fund Organisation, India, is visible, along with the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The main header area features the "G20" logo and the text "भारत 2023 INDIA" and "वसुधैव कुटुम्बकम्" (ONE EARTH • ONE FAMILY • ONE FUTURE). On the right side, there is a login section titled "Universal Account Number (UAN) MEMBER e-SEWA" with input fields for "UAN" (placeholder: "Enter UAN"), "Password" (placeholder: "Password"), a captcha image showing "495 QU", and a "Captcha" input field. Below these fields are "Sign in" and "Reset" buttons, and a "Forgot Password?" link. At the bottom, there are three main sections: "Dear EPF Members !!", "Benefits of Registration", and "Important Links". The "Important Links" section contains several links, with a green arrow pointing to "Activate UAN".

Dear EPF Members !!

Benefits of Registration

- Download/Print your Updated Passbook anytime.
- Download/ Print your UAN Card.
- Update your KYC information.

Important Links

- Track Application Status for Pension on Higher Wages
- Activate UAN
- Know your UAN
- Direct UAN Allotment by Employees

# Fill the below fields:

Click on Activation UAN

1. UAN: Enter your Universal Account Number.
2. Aadhaar: Enter your Aadhaar number.
3. Name: Enter as per your Aadhaar card.
4. Date of Birth: Enter as per your Aadhaar card.
5. Mobile Number: Registered mobile number linked to your Aadhaar card.
6. Captcha: Enter the characters displayed on the screen.
7. Submit: Click "Get Authorization PIN" after agreeing to the consent.

After completion of the above process, you will receive a password on your mobile number.

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

Universal Account Number (UAN)  
MEMBER e-SEWA

Home / Activate Your Uan

Activate Your Uan

UAN

Member ID

AADHAAR \*

Name \*

Date of Birth \*

Mobile No. \*

Captcha \*

मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर, वन टाइम पिन (ओटीपी) देना प्रदान करने के लिए सहमत हूँ और मैं धूलएन को सक्षम करने के उद्देश्य से आधार के साथ उपलब्ध अपने मूल विवरण को साझा करने के लिए सहमत हूँ।  
I hereby consent to provide my Aadhaar Number, One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity and I agree to share my basic details as available with Aadhaar for the purpose of activating UAN.

**INSTRUCTIONS**

- 1. The following information being entered should be as per EPFO records
- 1. UAN of member
- 2. Member's Aadhaar number, Name, Date of birth should be as available in EPFO records.
- 3. Member should have a valid mobile linked with Aadhaar number as per UIDAI records.
- 4. Member's Aadhaar number, Name, Date of birth should be same as member's Aadhaar details.

# How to Update KYC Online

Visit this link - [epfindia portal](https://epfindia.portal)

1. Enter your UAN number & password and login into member portal.

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

Universal Account Number (UAN)  
MEMBER e-SEWA

UAN: Enter UAN  
Password: Password  
Captcha: P 5 f q M  
Sign in Reset  
Forgot Password ?

Dear EPF Members !!  
**Filing of nominations by members is mandatory as per para**  
Important notice about Aadhaar linking. Click here.  
Benefits for Unorganised workers registering on e SHRAM portal. Click here  
Kind attention Members. Now Aadhaar is mandatory for filing ECR.  
Important notice about EDLI. Click here to read.  
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EPFO NEVER ASKS YOU TO SHARE YOUR PERSONAL DETAILS LIKE AADHAAR, PAN, BANK DETAILS ETC OVER PHONE.  
EPFO NEVER CALLS ANY MEMBER TO DEPOSIT ANY AMOUNT IN ANY BANK.  
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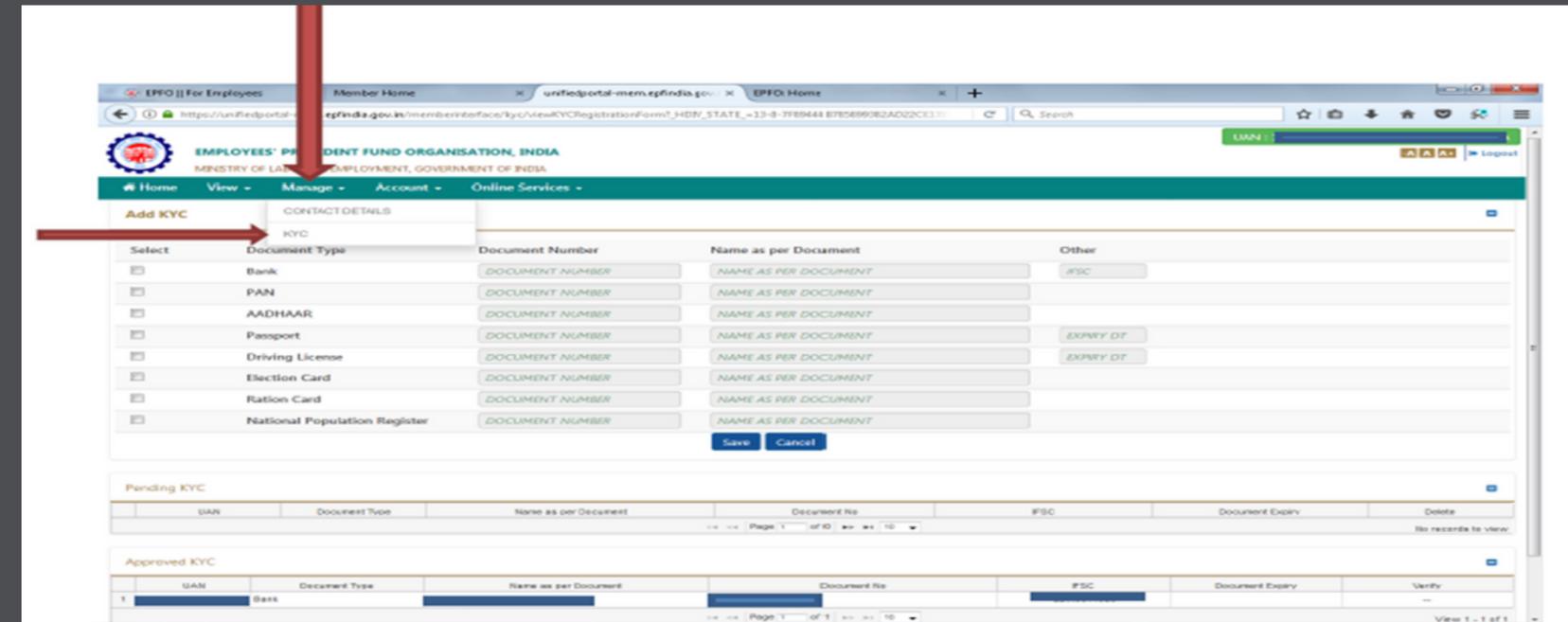
Benefits of Registration  
Download/Print your Updated Passbook anytime.  
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Update your KYC information.

Important Links  
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Death claim filing by beneficiary  
UAN Allotment for Existing PF

# How to Update KYC Online

Visit this link - [epfindia portal](https://epfindia.portal)

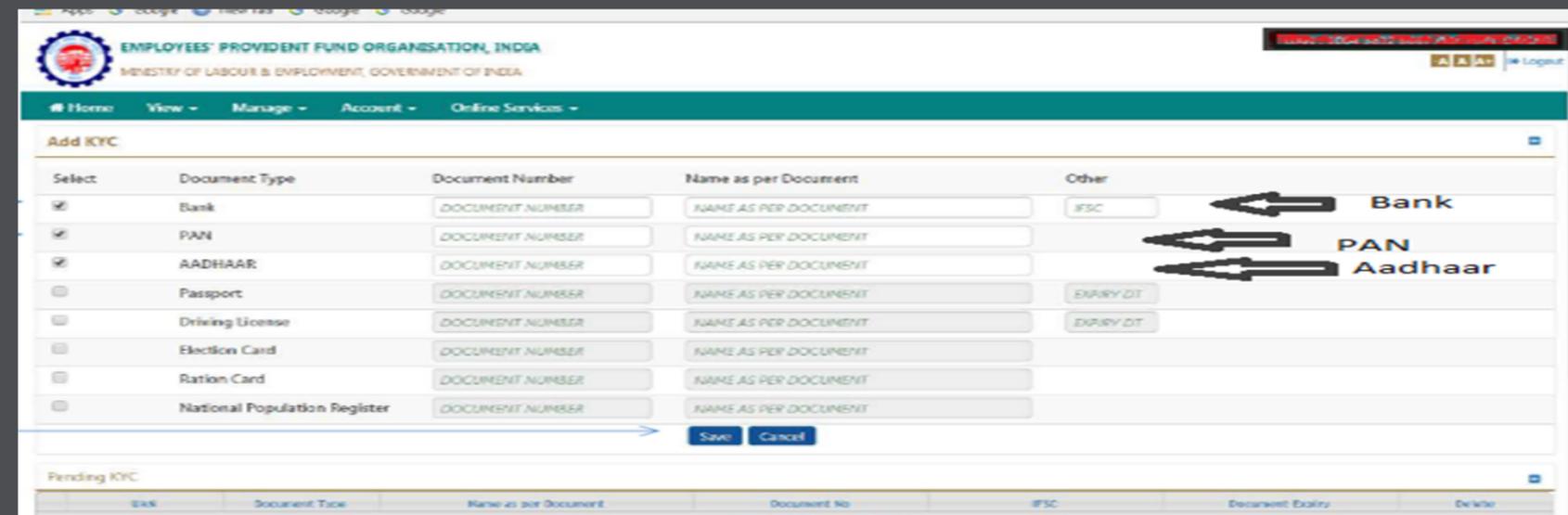
1. Go to Manage section.
2. Select KYC from the dropdown menu.
3. Review and update your Bank Details, PAN, and Aadhaar information.
4. Submit the form for approval.



The screenshot shows the EPFO Member Home page. The 'Manage' dropdown menu is open, and 'KYC' is selected. The 'Add KYC' form is displayed with the following fields:

Select	Document Type	Document Number	Name as per Document	Other
<input type="checkbox"/>	Bank	DOCUMENT NUMBER	NAME AS PER DOCUMENT	IFSC
<input type="checkbox"/>	PAN	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	AADHAAR	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Passport	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Driving License	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Election Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Ration Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	National Population Register	DOCUMENT NUMBER	NAME AS PER DOCUMENT	

Buttons: Save, Cancel



The screenshot shows the EPFO Member Home page with the 'Add KYC' form. The 'Bank', 'PAN', and 'Aadhaar' rows are selected and highlighted. The 'Other' column contains 'IFSC' for Bank, and 'EXPIRY DT' for Passport and Driving License. The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

Select	Document Type	Document Number	Name as per Document	Other
<input checked="" type="checkbox"/>	Bank	DOCUMENT NUMBER	NAME AS PER DOCUMENT	IFSC
<input checked="" type="checkbox"/>	PAN	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input checked="" type="checkbox"/>	AADHAAR	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Passport	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Driving License	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Election Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Ration Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	National Population Register	DOCUMENT NUMBER	NAME AS PER DOCUMENT	

Buttons: Save, Cancel

# How to Check Member Passbook and all claim status

[Visit this link](#)

1. Login with your UAN and Password.

कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Govt. of India)

G20  
भारत 2023

75  
आज़ादी का  
अमृत महोत्सव

Do not provide any personal details like Aadhaar, PAN, Bank details, OTP or request for any payment. EPFO never calls members/pensioners to deposit any amount. Please do not make any payment, bas

Sign In | EPF Passbook & Claim Status

Featured

1. This facility is to view the Member Passbook for the members registered on the Unified Member Portal.
2. Passbook will be available after 6 Hours of registration at Unified Member Portal.
3. Changes in the credentials at Unified Member Portal will be effective at this Portal after after 6 Hours.
4. Passbook will have the entries which has been reconciled at the EPFO field offices.
5. Passbook facility not be available for the Exempted Establishments Members.

श्रम एवं रोजगार मंत्रालय  
Ministry of Labour & Employment  
भारत सरकार (Government of India)

EPFO

Why one should file e-Nomination?

# How to Check Member Passbook and all claim status - continuation

[Visit this link](#)

1. View your PF Passbook and Claim Status.

For EPF Balance Enquiry : 1. Give a Missed call to 5966044425 or 2. SMS EPFOHO UAN < LAN > to 7738295899

Help Desk/Toll Free Number : 1800118005

कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
(Ministry of Labour & Employment, Govt. of India)

Home Profile **Passbook** Claims Service History Calculators

Select Member Id [Member ID]

**Passbook Overview**

Total Balance	Adjustments (Balance)	Employee Contribution	Employer Contribution	Interest Earned	Transfer-Ins/VDR	Total PF Withdrawal
0						

Last Contribution made by for the month of Oct-2022

Contribution Summary in last 12 years

For EPF Balance Enquiry : 1. Give a Missed call to 5966044425 or 2. SMS EPFOHO UAN < LAN > to 7738295899

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कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
(Ministry of Labour & Employment, Govt. of India)

Home Profile Passbook **Claims** Service History Calculators

**Claims Summary**

Total Claims	Approved/Settled Claims	Rejected Claims	Pending/In-Process Claims
5	5	0	0

Claims settled/rejected in last 5 years

Year	Settled	Rejected
2018	0	0
2019	0	0
2020	0	0
2021	0	0
2022	2.5	0
2023	1.5	0

**Claims Details**

Pending Claims [ 0 ] Settled Claims [ 5 ] Rejected Claims [ 0 ]

No Claims pending..

# Online PF Transfer Process

[Visit this link - epfindia portal](#)

1. Log in with your UAN number and password.
2. Click on "Online Services" tab.
3. Select "One Member One EPF Transfer" option.
4. View your present employer details, then scroll down the page.

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

Universal Account Number (UAN)  
MEMBER e-SEWA

UAN: Enter UAN  
Password: Password  
Captcha: P 5 f q M  
Sign In Reset  
Forgot Password?

Dear EPF Members !!  
**Filing of nominations by members is mandatory as per para**  
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# Online PF Transfer Process

[Visit this link - epfindia portal](https://unifiedportal-mem.epfindia.gov.in/memberinterface/ekyc/verifyMobile)

1. Choose Previous or Current Employer for Transfer request approval.
2. Input UAN number and select Previous PF Number for Transfer Process.
3. Select one or more transfer requests.
4. Submit requests with Aadhaar-linked Mobile number OTP.

Note- Online transfer requests from the PF office typically take around 20 to 25 days to process.

The screenshot displays the EPF India portal interface. At the top, the header includes the logo and name of the Employees' Provident Fund Organisation, India, along with the Ministry of Labour & Employment, Government of India. The main navigation bar contains 'Home', 'View', 'Manage', 'Account', and 'Online Services'. The 'Online Services' dropdown menu is open, showing options like 'CLAIM FORM-31,16,10CA(10)', 'ONE MEMBER - ONE EPF ACCOUNT (TRANSFER REQUEST)', 'TRACK CLAIM STATUS', and 'DOWNLOAD ANNEXURE K'. The 'ONE MEMBER - ONE EPF ACCOUNT (TRANSFER REQUEST)' option is highlighted with a white arrow.

Below the navigation bar, there is a 'UAN Card' section and a 'Member Profile' section. The 'Member Profile' section shows fields for UAN, Name, Birth Date, and Gender. There is also an 'Alert' section with a message about a survey for women participation in the workforce.

The main content area is titled 'Step 1: Select details of previous accounts (which are to be transferred)'. It includes a note about claim form attestation and a form with fields for 'Attestation through' (Previous Employer, Present Employer), 'Member ID / UAN', and 'Relationship' (FATHER). There are buttons for 'Get MID', 'Get Details', and 'Reset'. A white arrow points to the 'Get MID' button, and another white arrow points to the 'Reset' button.

The next section is 'Step 2: Authenticate OTP & Submit'. It includes a note about OTP being sent to the Aadhaar-linked mobile number and a consent checkbox. There are buttons for 'Get OTP', 'Enter OTP', and 'Submit'. A white arrow points to the 'Submit' button.

At the bottom of the page, there is a footer with the text '©2015. Powered by EPFO Wed 31, January 2024 (PV 2.9.22)' and a 'FAQs' link.

# Online PF withdrawal or Advance claim Process –

[Visit this link - epfindia portal](#)

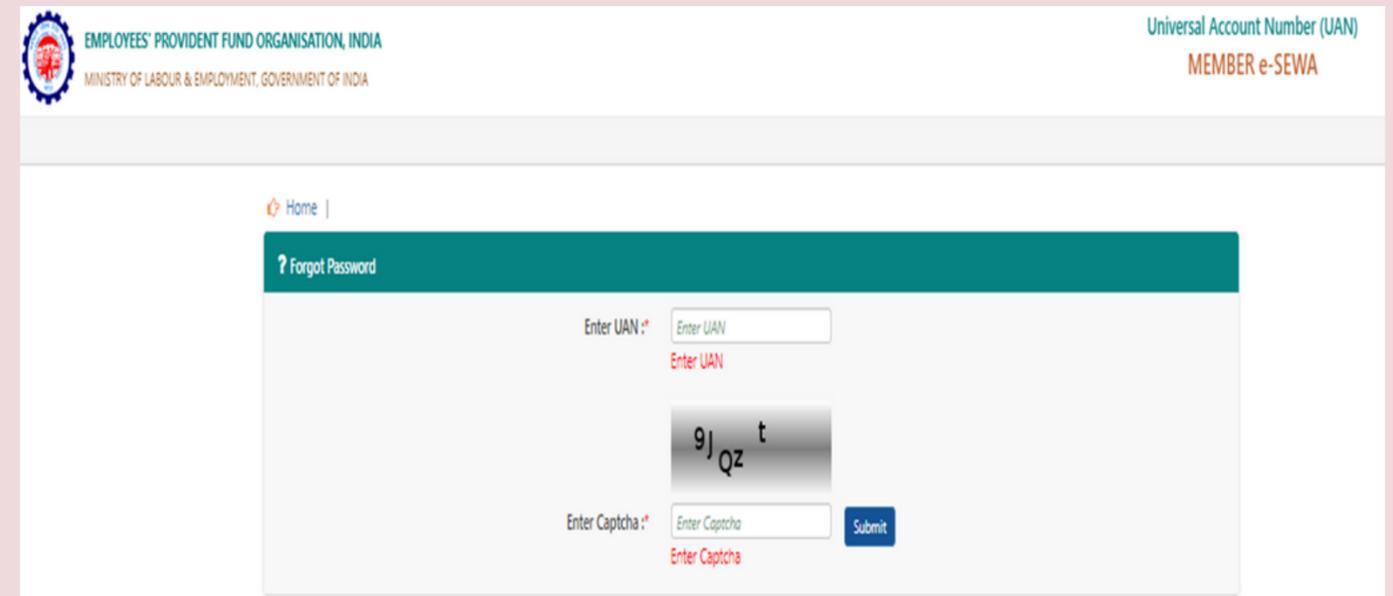
1. Log in with your UAN number and password.
2. Navigate to the "Online Services" tab.
3. Choose from claim Form 31 for advance, Form 19, or Form 10C.
4. Enter your BANK account details for verification.
5. Fill in the required details and submit the claim with OTP authentication.

The screenshot displays the EPFO Member e-SEWA portal. At the top, it identifies the organization as the Employees' Provident Fund Organisation, India, under the Ministry of Labour & Employment, Government of India. The central banner features the G20 India 2023 logo and the motto 'वधुधैव कुटुम्बकम्' (Vedudhiv Kutumbakam). The login section on the right includes input fields for UAN, Password, and a Captcha, with 'Sign in' and 'Reset' buttons. Below the login form, there are three main sections: 'Dear EPF Members!!' with a notice about mandatory nomination filing, 'Benefits of Registration' listing services like downloading passbooks and UAN cards, and 'Important Links' providing quick access to various services such as tracking pension applications and activating UAN.

Note- Processing this request from the PF office typically takes around 25 to 30 days.

# How to Reset Password Online –

1. Click Forgot Password.
2. Enter your UAN and Captcha.
3. Verify your details: Name and Date of Birth (matching your Aadhaar card).
4. Enter the OTP received on your Aadhaar-linked mobile number.
5. Reset your password



# Basic Name change request Online (Name /DOB/Gender) –

[Visit this link - epfindia portal](#)

1. Log in with your UAN number and password.

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

Universal Account Number (UAN)  
MEMBER e-SEWA

Enter UAN  
Password  
P s f q M  
Captcha  
Sign in Reset  
Forgot Password ?

Dear EPF Members !!

**Filing of nominations by members is mandatory as per para**

- Important notice about Aadhaar linking. [Click here.](#)
- Benefits for Unorganised workers registering on e SHRAM portal. [Click here](#)
- Kind attention Members. Now Aadhaar is mandatory for filing ECR. [Click here](#)
- Important notice about EDLI. [Click here to read.](#)
- Important notice about Bank Account Linking with UAN. [Click here to read](#)

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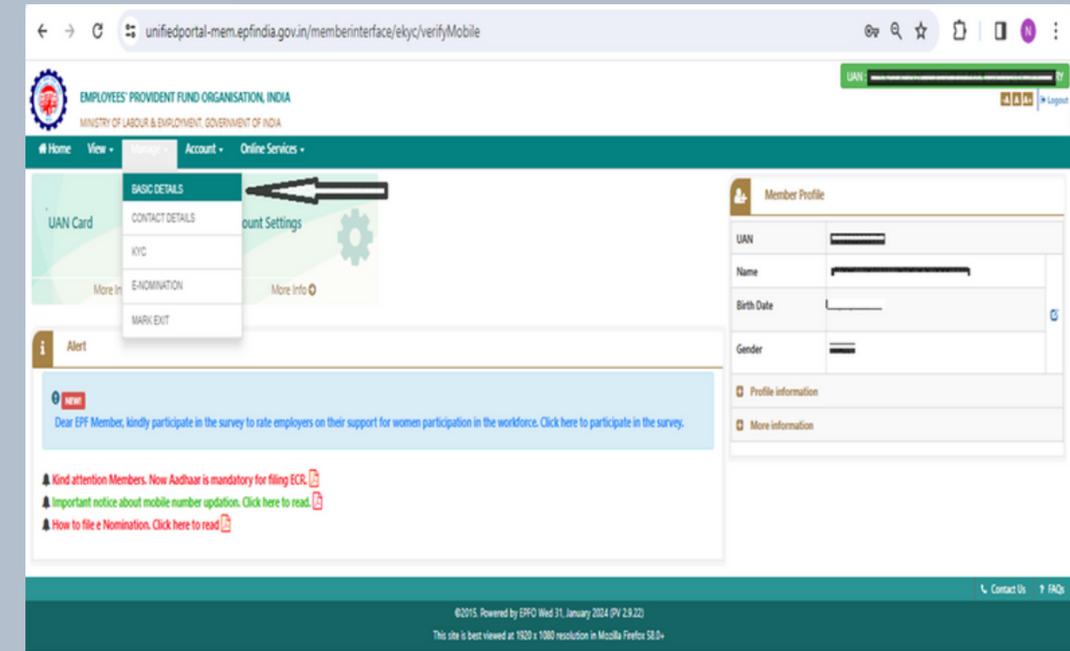
Important Links

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- Death claim filing by beneficiary
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# Basic Name change request Online (Name /DOB/Gender) –

[Visit this link - epfindia portal](#)

1. Navigate to the "Manage" tab.
2. Select "Modify Basic Details."
3. Input details according to Aadhaar card.
4. Submit your request.



The screenshot shows the 'Modify Basic Details' form. It has a table with three columns: 'Entry', 'Available details', and 'Changes requested\*\*'. The rows are for AADHAAR NO., Name, Date of Birth, Gender, and Select Employer. Arrows point to the input fields for Name, Date of Birth, and Gender. Below the table is a consent checkbox with text in Hindi and English. At the bottom, there are 'Update' and 'Reset' buttons. A note at the bottom states: '\*\*Note: Changes requested should be as per AADHAAR\*\*'. An arrow points to this note.

Entry	Available details	Changes requested**
AADHAAR NO.*	[REDACTED]	[REDACTED]
Name*	[REDACTED]	Enter Name
Date of Birth*	[REDACTED]	DD/MM/YYYY
Gender*	[REDACTED]	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Select Employer:	[REDACTED]	

मैं अपने [REDACTED] के द्वारा से आहार आधारित प्रमाणीकरण के लिए अपना आधार नंबर बन टाइम पिन (ओटीपी) डेटा प्रदान करने के लिए सहमत हूँ  
I hereby consent to provide my Aadhaar Number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity and seeding it with UAN

Update Reset

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

# Major Name change request -

For any Major change in Name / DOB/ Father Name and any other changes your need to Send a Mail on below mention Mail ID along with EMP code.

[PF\\_ESIC@persolkelly.com](mailto:PF_ESIC@persolkelly.com)