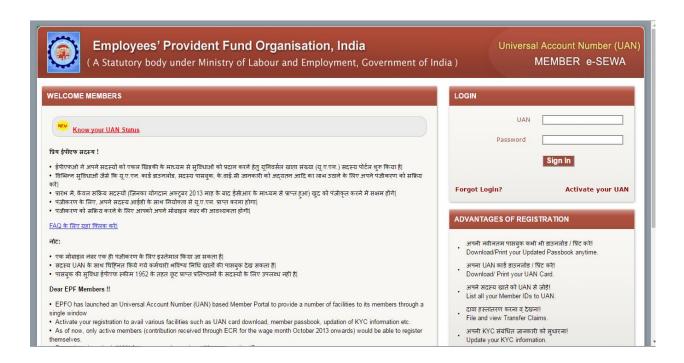
PROCESS FLOW FOR FILING OF ONLINE NOMINATION FORM BY MEMBER

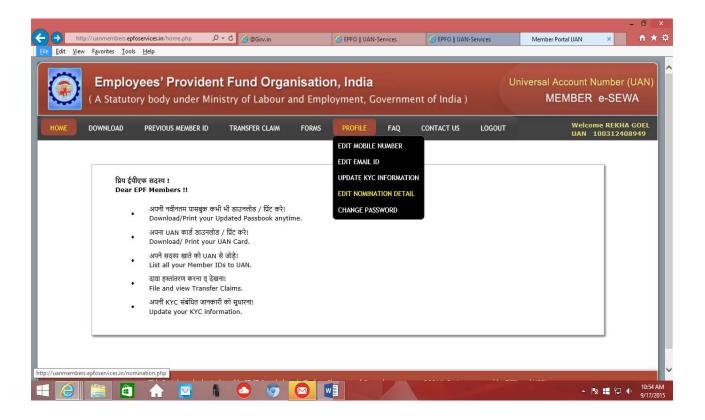
- The form can be filed by the member on the UAN member portal.
- The member has to first activate his UAN account on UAN member portal. The process of activation has been explained in the User Manual, which is available on EPFO website through Homepage >> UAN services >> UAN Manual Ver 1.1 (For Members) or directly through the link http://www.epfindia.com/site_docs/PDFs/UAN PDFs/UAN ForMembers/User Manual Ver1.1 UAN MemberPortal.pdf.
- The member can file the online nomination form through UAN member portal which isavailable through Homepage >> UAN services >> UAN Member Portal or directly through URLhttp://uanmembers.epfoservices.in. The following screen will appear.



- The member has to login by enteringhis UAN and password.
- After signing in, the following screen will appear.



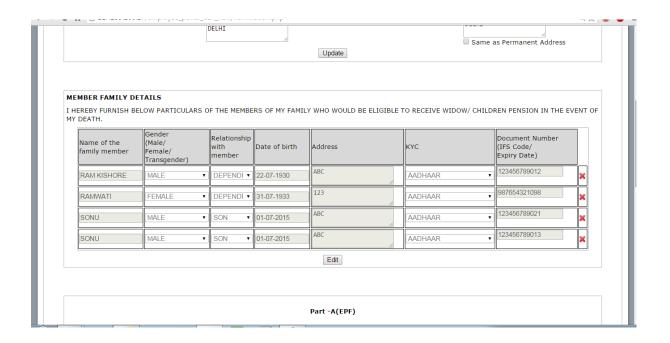
• The facility of filing nomination form can be accessed through the link **Nomination Form** under the tab Profile>>Edit Nomination as shown below.



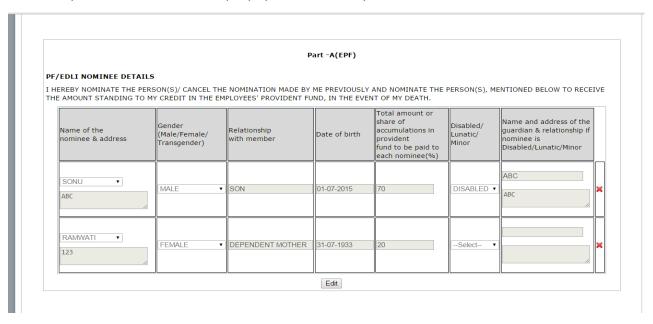
- On clicking link **Nomination Form**, the following screen would appear.
- All fields namely UAN, Member ID, Establishment ID, Name, Date of Birth, Father/ Spouse name, Relationship, Date of Joining, Gender, Marital Status would be auto-populated from database and are non-editable.
- The editable fields on this page are Permanent Address and Present Address.



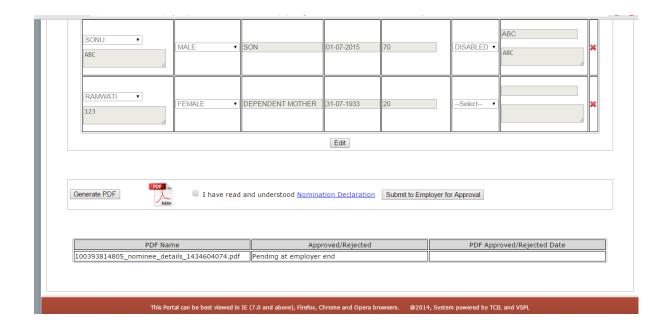
- If present address is same as permanent address, copy of permanent address into present address is to be enabled. These details can be updated by clicking the "UPDATE" button.
- On clicking the "UPDATE" button, the following screen will appear. The family members' details can be entered/edited.



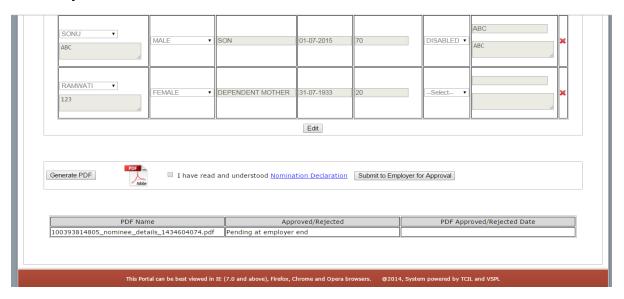
• For capture of nomination details for PF/EDLI Nominee, the family members' details captured above would be prepopulated, with option to edit/remove/add.



- For capture of Nomination details, against each nominee, one KYC detail is to be provided by the member.
- Total share for all PF / EDLI Nominees should add to 100%.
- Entry into Pension Nominee Details is allowed to be filled only in case member does not have any family.
- After UPDATE, the following screen will appear. On the screen after checking on the Nomination Declaration check box, GENERATE **PDF**.



• After checking the generated pdf, click on "Submit to Employer for Approval". Now the online nomination form is submitted in the system to the employer for his approval or rejection.



• The member is required to take a printout of the PDF file generated and submit it to the employer after signing it.