

EPF UAN NAME CORRECTION | NEW ONLINE PROCEDURE

- Kindly visit Unified Member Portal.
[URL : <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>]
- Login to UAN interface with your credentials.

The screenshot shows the 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' website. The header includes the logo and the text 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The main heading is 'Universal Account Number (UAN) MEMBER e-SEWA'. Below this, there is a login section with fields for 'UAN' (labeled 'Enter UAN'), 'Password' (labeled 'Enter Password'), and a 'Captcha' field. There are 'Sign in' and 'Reset' buttons, and a 'Forgot Password' link. To the left of the login section, there is a 'Dear EPF Members !!' section with several links and a 'Benefits of Registration' section. A yellow 'NOTE' box is also present, containing information about UAN authentication and services. On the right, there is an 'Important Links' section with links to 'Activate UAN', 'Know your UAN status', and 'Online Aadhaar Verified UAN Allotment'.

- Click on 'Manage' menu tab and then on 'Modify Basic Details' link.



- You can provide the correct details as per Aadhaar (**System will verify the details entered with UIDAI- Aadhaar Data**). If you have not yet seeded your Aadhaar to UAN, can still provide it here. In this screen, you can correct your Name, Date of Birth or gender details. Click on 'update details'.
- On clicking "Update Details" on previous screen, system will compare the requested changes with similar fields received from Aadhaar (UIDAI).
- After successful verification, your request will be automatically submitted to your employer for further approval. Your employer will then have to transmit it to the EPFO field office online. The EPF staff will then process the requested corrections.
- The EPF 'Dealing Assistant' can put the request either for Approval or Rejection by selecting the appropriate option, with proper remarks.
- In case the correction required in **date of birth is more than one year**, then in addition to Aadhaar, other valid documents will have to be submitted (Matriculation certificate, Certificate issued by Registrar (Birth), Passport, etc.). The concerned member will be intimated for submission of additional valid proof of birth in such cases while applying online for PF DOB correction.
- If you have already verified your Aadhaar number in member portal (i.e., your personal data in Aadhaar matches against UAN data) then you can not edit/update Name, DOB & Gender details. In case, you try to edit your personal details, you will receive a message as 'Aadhaar is already verified, your details are not editable.'

