

## Handbook of UAN

### How to register UAN?

Once you receive the Universal account number or UAN from your employer, you have to log on to the official website <http://uanmembers.epfoservices.in>. Click on **Activate UAN Based Registration** and enter your UAN, mobile number and member ID. You will receive an authorization PIN on your mobile.

The screenshot shows the 'Employees' Provident Fund Organisation, India' website interface for activating UAN. The header includes the organization's name and logo, and the user's details: 'Universal Account Number (UAN) MEMBER e-SEWA'. The main heading is 'UAN आधारित पंजीकरण को सक्रिय करें' (ACTIVATE YOUR UAN BASED REGISTRATION). A checkbox 'I Have Read and Understood the Instructions.' is checked. Below, there are fields for 'Enter your Universal Account Number (UAN): 100018336042', 'Enter your Mobile Number: 9088102702', and 'Enter your Member ID below'. A dropdown menu for 'Select the state' is set to 'DELHI', with a sub-menu showing 'DELHSOUTH'. There are also fields for 'DB (year)', '0019639', '999', and '99'. An 'Account number - Maximum 7 Characters' field contains 'XOFKWO'. A 'GET PIN' button is highlighted with a red circle, and a message states: 'PIN is not received within 5 minutes, please verify your mobile number. PIN for completion of the UAN activation process has been sent to your mobile number.' Below this is a disclaimer in Hindi and English, and a 'Submit' button next to an 'Enter Authorization PIN' field, which is also highlighted with a red circle. The footer contains browser compatibility information and the year 2014.

Once the submit button is pressed, following screen will appear which will show that member's credentials are verified. This screen allows the member to create password for login to this portal to have an access of the facilities provided in the UAN driven Member Portal. User Name will always be your UAN. This completes the registration

YOUR SESSION EXPIRES IN 199 SECOND(S) **CREATE USERNAME AND PASSWORD** HOME

Your UAN credentials are verified. Please verify your details and create a username and password for logging in to the Member Portal.

\* Compulsory Fields

Name: ARUN KUMAR

Father's/Husband's Name: papa

Date of Birth: 01-02-1983

Establishment Name: YANTRIKA INSTRUMENTS PVT LTD

I declare that the name and establishment name shown are correct and belong to me.

UAN\*: 100018336042

Password\*: [REDACTED]  
(\*Password should be alphanumeric, have minimum 1 special character and 8 to 25 characters long. (Special characters are one of ! @ # \$ % ^ & \* ' )

Confirm Password\*: [REDACTED]

Email Id\*: tonster73@gmail.com x

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2014, System powered by TCIL and VSPL.

EPF UAN Create Username Password

After submitting the, following screen will come and message will go to the member's phone for successful registration to access UAN driven member portal. Member must record this username and password to use it further. Remember your UAN would be the user ID

 **Employees' Provident Fund Organisation, India**  
( A Statutory body under Ministry of Labour and Employment, Government of India )

Universal Account Number (UAN)  
MEMBER e-SEWA

**CREATE USERNAME AND PASSWORD** HOME

• Universal Account Number(UAN) has been registered successfully. Your login detail has been sent to your mobile number. You can login to the UAN member portal with the same. An email verification link has been sent to your registered email address , please verify your email address by login to your email account.  
[Please click here to continue further.](#)

Please keep the following instructions in minds while operating member portal.

- Do not share your User Name and Password with anybody as it may result in misuse of UAN services being provided to you.
- Update your Mobile number in your profile whenever you change your mobile number. This is important because the updates will be sent on the registered Mobile number. In future number of UAN services may be linked to your registered mobile number.
- Whenever you change your job inform your employer about UAN through Form-11. It will help in tagging all your Provident Fund Accounts under same UAN.

EPF UAN Confirmation

## How to Login?

Once member has activated his UAN based registration, he can any time login to the portal by using his username and password created as shown in image below



## What can one do after Logging in at UAN?

After logging in one can

- Download Passbook/UAN Card,
- List Previous Member ID/View Linking Status,
- File Transfer Claim/View Transfer Claim Status/System Generated Transfer Claim Status,
- Edit Mobile Number/Edit Email ID/Update KYC Information/Change Password/Edit Personal Details
- View FAQ, Helpdesk email id, Helpdesk number, EPFO Website
- Logout.


## Find EPF balance online? How can one download EPF Passbook?

One can find the EPF contribution for employee and employer and EPS contribution by downloading the passbook. One can also find PF balance on mobile SMS.

**Download** button facilitates member to download passbook and UAN Card.

When member selects an option **Download Passbook** following screen appears showing the Member Passbook. Click on button **Download Passbook** on the Right Hand Side of top of the screen which enables member to download the pdf of passbook.

[Download Passbook](#)



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

**सदस्य पासबुक/Member Passbook**

अंतिम बार अद्यतन किया गया: 06-08-2014 12:00:00  
Last Updated:

सदस्य कोड संख्या Member ID	सदस्य का नाम Member Name	पिता/पति का नाम Father/Husband Name	जन्म तिथि Date Of Birth	संस्था में शामिल होने की तिथि Date of Joining
DSNHP0019639000000089	ARUN KUMAR		01-FEB-1983	
संस्था कोड संख्या Establishment ID	संस्था का नाम Establishment Name	सम्बंधित कार्यालय Concerned with		
DSNHP0019639000	YANTRIKA INSTRUMENTS PVT L:TD	(RO)DELHI (SOUTH)		
अंतिम शेष (₹) Closing Balance(Rs.)	कर्मचारी अंश Employee Share	24407	नियोक्ता अंश Employer Share	7479
		जमा धन Deposit	निकासी Withdrawals	

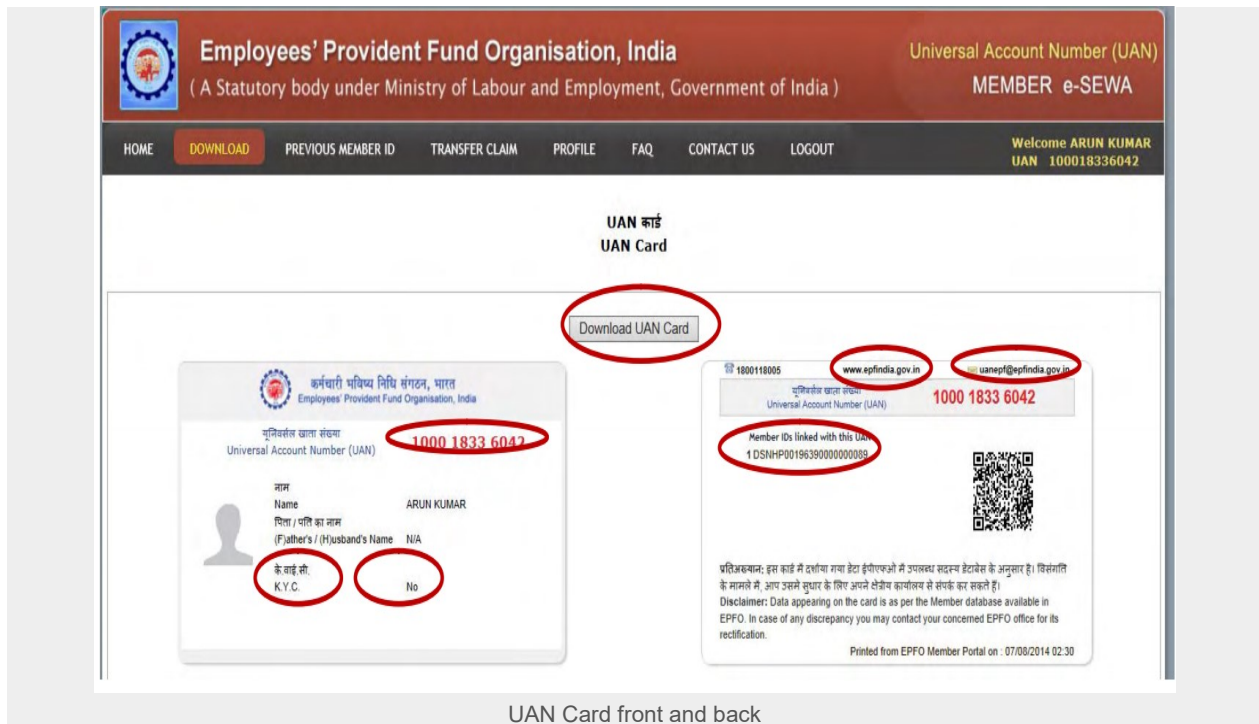
UAN Download passbook

### What is UAN Card?

UAN Card as the name implies shows the Universal Account Number details which means UAN number and other details.

**Front portion of the UAN Card** displays: UAN, Name, Father's/Husband's Name, Member-ID, (as available in the EPFO member database) Photo and KYC. If KYC of this member is uploaded by the employer, it will reflect on the front side of the UAN card by displaying **Yes** in front of KYC else it will reflect **No**

**Back side of the UAN card** displays latest five Member-IDs linked with this UAN alongwith helpdesk no. and email-id.



### What is UAN Helpdesk?

UAN helpdesk is an online helpdesk available at EPFO's website to take care of any query or difficulty regarding Universal Account Number. This can be accessed by any employer or employee. In addition to this there is a toll free number (18001 18005) provided to answer queries regarding UAN.