



Employee Provident Fund

For Employee

How to update KYC detail online through
Universal Account Number (UAN) Member Portal

**Effective from December'2016 onwards,
for PF member(Employee) KYC is
'Mandatory' to update with UAN account**

The following 3 documents is compulsory as KYC documents for PF UAN account:

- 1. AADHAAR**
- 2. PAN CARD**
- 3. BANK ACCOUNT Number/IFSC**

Why KYC is Important

- A proper KYC document completed with UAN accounts will be benefited during '**Transfer**' of PF without any trouble.
- The UAN account which does not have KYC information may result in rejection of claims during PF '**Withdrawal**'.

How to update KYC documents online

Step 1 : Login to UAN member portal using link <http://uanmembers.epfoservices.in/>

If you don't know your UAN account number, but if you have PF number then known your UAN status

If you don't know your PF number, then check in your salary payslips

The screenshot shows the 'Employees' Provident Fund Organisation, India' website. The header includes the EPFO logo, the organization's name, and the text '(A Statutory body under Ministry of Labour and Employment, Government of India)'. On the right, it says 'Universal Account Number (UAN) MEMBER e-SEWA'. The main content area is divided into two columns. The left column, titled 'WELCOME MEMBERS', features a 'Know your UAN Status' button and a list of FAQs in Hindi. The right column, titled 'LOGIN', contains fields for 'UAN' and 'Password', a 'Sign In' button, and links for 'Forgot Login?' and 'Activate your UAN'. Below the login section is a 'ADVANTAGES OF REGISTRATION' section with bullet points in Hindi. Arrows from external text boxes point to specific elements: one points to the 'Know your UAN Status' button, another points to the 'UAN' input field, a third points to the 'Activate your UAN' link, and a fourth points to the 'ADVANTAGES OF REGISTRATION' section.

Login with UAN number and password

If UAN account is not activated then activate from here

How to update KYC documents online

Step 2 : Login and under 'Profile' menu choose 'Update KYC Information'

For Employees x Member Portal UAN x

uanmembers.epfoservices.in/home.php

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

Universal Account Number (UAN)
MEMBER e-SEWA

HOME DOWNLOAD PREVIOUS MEMBER ID TRANSFER CLAIM FORMS **PROFILE** FAQ CONTACT US LOGOUT

Welcome Nitesh Prakash Ioke
UAN 100773766004

EDIT MOBILE NUMBER
EDIT EMAIL ID
UPDATE KYC INFORMATION
EDIT NOMINATION DETAIL
CHANGE PASSWORD

विषय ईपीएफ सदस्य !
Dear EPF Members !!

- अपनी नवीनतम पासबुक कभी भी डाउनलोड / प्रिंट करें!
Download/Print your Updated Passbook anytime.
- अपना UAN कार्ड डाउनलोड / प्रिंट करें!
Download/ Print your UAN Card.
- अपने सदस्य खाते को UAN से जोड़ें!
List all your Member IDs to UAN.
- दावा हस्तांतरण करना व् देखना!
File and view Transfer Claims.
- अपनी KYC संबंधित जानकारी को सुधारना!
Update your KYC information.

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

To add KYC details,
click on 'Update KYC
Information'

How to update KYC documents online

Step 3 : Add your AADHAAR detail and upload scan image

uanmembers.epfoservices.in/edit_kyc_details.php

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

Universal Account Number (UAN)
MEMBER e-SEWA

HOME DOWNLOAD PREVIOUS MEMBER ID TRANSFER CLAIM FORMS PROFILE FAQ CONTACT US LOGOUT **Welcome Nitesh Prakash Ioke**
UAN 100773766004

अपनी KYC संबंधित जानकारी को सुधारे!
Update your KYC Detail

सूचना प्रणाली से उपयुक्त अधिकारियों से सत्यापित किया जाएगा और जानकारी एसएमएस पर आप के लिए प्रदान किया जाएगा.
The information shall be verified from appropriate authorities by the system and information shall be provided to you over SMS.

*नोट: फाइलों के प्रकार jpg,gif,png,pdf को अपलोड किया जा सकता है, अधिकतम फाइल का आकार 300KB है .
*Note: files of type jpg,gif,png,pdf can be uploaded. Maximum file Size is upto 300 KB

*Note: Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tolls provided by the UIDAI

UPDATE KYC INFORMATION

Current Member Id	MHBAN 000001
Select your KYC	<div>AADHAAR</div> <div>Select KYC</div> <div>Permanent Account Number</div> <div>AADHAAR</div> <div>Ration Card</div> <div>Passport</div> <div>Driving License</div> <div>Election Card</div> <div>Bank Account Number / IFSC</div> <div>National Population Register</div>

FOR ADHAAR INFORMATION

Document	Name as on document	Upload Scanned document	Action
Aadhaar Card		<div>Choose File</div> No file chosen Attested copy of Aadhaar	<div>Upload and Save</div>

Select your KYC as Aadhaar
1. Enter the name as on document
2. Enter Aadhaar number
3. Upload image file of Aadhaar (file size upto 300 KB)

Once the Aadhaar image is upload click on 'Upload and Save'.

Step 4 : Add your BANK ACCOUNT detail and upload scan image

Select your KYC as Bank

1. Enter the name as on document
2. Enter Saving Bank A/c number and IFSC code
3. Upload image file of Cheque copy (**file size upto 300 KB**)

Once the Cheque copy is upload click on 'Upload and Save'.

How to update KYC documents online

Step 5 : Add your PAN Number detail and upload scan image

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UAN 100773766004

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UPDATE KYC INFORMATION

Current Member id	MHBAN 0001
Select your KYC	Permanent Account Number

ADD YOUR PAN INFORMATION

Document	Name as on document	Document number	Upload Scanned document	Action
PAN Card			<input type="button" value="Choose File"/> No file chosen <small>Attested copy of PAN Card</small>	<input type="button" value="Upload and Save"/>

UPLOADED APPROVED / REJECTED KYC INFORMATION

Member Id	Document	Name as on document	Document number	Document **	Verification status	Uploaded By
MHBAN 00001	AADHAAR	Nitesh Prakash Ioke	5 33		Rejected by Employer	Employer
MHBAN 00001	Bank Account Number / IFSC	Nitesh Prakash Ioke	1 3		Rejected by Employer	Employer

Select your KYC as PAN
1. Enter the name as on document
2. Enter PAN number
3. Upload image file of PAN (file size upto 300 KB)

Once the PAN image is upload click on 'Upload and Save'.

How to update KYC documents online

Step 6 : Final stage

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UAN 100773766004

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UPDATE KYC INFORMATION

Current Member id

MHBAN [REDACTED] 001

Select your KYC

Select KYC ▼

UPLOADED APPROVED / REJECTED KYC INFORMATION

Member Id	Document	Name as on document	Document number	Document **	Verification status	Uploaded By
MHBAN [REDACTED] 001	AADHAAR	Nitesh Prakash Ioke	58 [REDACTED]		Pending with Employer	Employee
MHBAN [REDACTED] 001	Bank Account Number / IFSC	Nitesh Prakash Ioke	[REDACTED] 63		Pending with Employer	Employee
MHBAN [REDACTED] 001	Permanent Account Number	Nitesh Prakash Ioke	A [REDACTED] 1A		Pending with Employer	Employee

After uploading your documents, you can see the status as 'Pending' on the same page, why because the employer has to approve the uploaded KYC documents.

Once the uploaded documents are approved by the employer, the employee can see the verification status as 'Approved by Employer'.

For more Queries on UAN/KYC, you can
visit

<http://uanmembers.epfoservices.in/faq.php>

Thankyou

Quikchex Support Team

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