Universal Account Number (UAN)
Information and Activation Process

User Manual
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1. INTRODUCTION

EPFO has launched an Universal Account Number (UAN) Portal to provide multiple facilities to its members through a single window. UAN will be allotted to every EPF member by EPFO and it will remain the same throughout the employment under various employers.

This manual provides detailed guidelines to be followed by the Associates to activate their individual UAN provided by EPFO. UAN will help the member to view details of all the Member Identification Numbers (Member Ids) linked to it. If a member has been allocated UAN by EPFO and it is registered by the member, then in case the member joins a new organization, he/she is required to provide the UAN to the new employer so that they can allocate a new Member Identification Number (Member Id) under the existing - Universal Identification Number (UAN) of the member.

2. SCOPE

This procedure is applicable to all Associates of Tech Mahindra who are on Company rolls and whose UAN numbers are generated by EPFO which needs to be activated on the EPF India Portal.

UAN of the existing Associates of Tech Mahindra would be provided to the Tech Mahindra PF Department and the same would be visible on the PF Helpdesk Portal in the respective Associate’s log in

3. UAN ACTIVATION AND KYC UPDATION PROCESS

3.1 PROCESS SUMMARY

- To get your UAN please visit and log in to https://pfhelpdesk.techmahindra.com/login.aspx
- After receiving your UAN you need to visit the EPFO link: http://www.epfindia.gov.in/UAN_Services.html for activation of the same
- For activation of UAN keep ready your Tech M PF Number which is mentioned on your Salary Slip
- Associate would need to activate their UAN to avail various facilities such as UAN card, Member passbook etc.
- Associate’s mobile number is mandatory for activation of his/her UAN.
3.2 PROCEDURE

After receiving your UAN, visit and log in to the EPFO link: [http://www.epfindia.gov.in/UAN_Services.html](http://www.epfindia.gov.in/UAN_Services.html)

Click On “UAN Member Portal” under For Members”
Click on “Activate your UAN”

Associate to fill following information in below screen:
1) Your UAN number to be obtained by logging in to https://pfhelpdesk.techmahindra.com/login.aspx
2) India Mobile number (10 Digit) (Mandatory to activate UAN)
3) Select State Maharashtra > City > PUNE > 34224 > 000 > Your PF number
4) Type characters shown in the highlighted column
5) Click to Get PIN
6) You will receive PIN number on your Mobile via SMS
7) Enter PIN number received on your mobile and press Submit
Following screen will appear where associate need to enter new password and email ID to get User ID and Password details. (Ideally password should be with special characters for example: Abcd@1234)

Associate will receive SMS of User ID and Password which need to enter after below link.

Associate will receive below mail to their e-mail address, given link needs to be clicked to get confirmation on Email registration on UAN portal as below screen.

From: UAN Member Portal [mailto:uanepf@epfindia.gov.in]
Sent: 05 August 2014 14:57
To:
Subject: Confirmation of Email Address.

Dear Member,
Please click the following link to confirm your email address
http://uanmembers.epfoservices.in/confirm_email.php?c=wBxfh7RBBOFKmydигQFtzhgn38NbnPoMRs1407230840
In case the link cannot be clicked, kindly copy paste the same to your browser and hit Enter.
Regards,
EPFO UAN Member Portal
<< This is an automated email. Please do not reply.>>
At below screen you need to enter **UAN** and **Password** created by you and click to sign in to visit your home page of UAN
After logging in; below screen can be viewed which is associate’s **Home Screen** where the associate can view updated passbook; print UAN card, file and transfer claims and update KYC (Know Your Customer) documents.
For updation of KYC details >> Go to Profile >> Update your KYC >> Select KYC Document >> like Pan card, Aadhar Card from dropdown menu list.

Associate need to upload scanned copy of KYC document at below screen to complete UAN process.

KYC scanned copy should not exceed 365kb.

This would complete the UAN Activation process.

Please Note:
It is Mandatory for all to activate the UAN once it is received from the EPFO office.