

### How to use UAN to transfer PF online-

The Employees' Provident Fund Organisation (EPFO) has been taking several measures to simplify the operation of EPF account both for employer and employees. Keeping up with technology revolution, EPFO is also striving towards making all the process related to EPF electronic, more specifically PF transfer and withdrawal of PF which are generally tedious and time-consuming. EPFO introduced Universal Account Number (UAN), which acts as an umbrella for the multiple Member Ids allotted to an individual by different employers. UAN enables linking of multiple EPF Accounts (Member Id) allotted to a single member. UAN offers a bouquet of services like dynamically updated UAN card, updated PF passbook including all transfer-in details, facility to link previous members' ID with present ID, monthly SMS regarding credit of contribution in PF account and facility for auto-triggering transfer request on change of employment.

### Info or documents to keep ready before transferring the PF online-

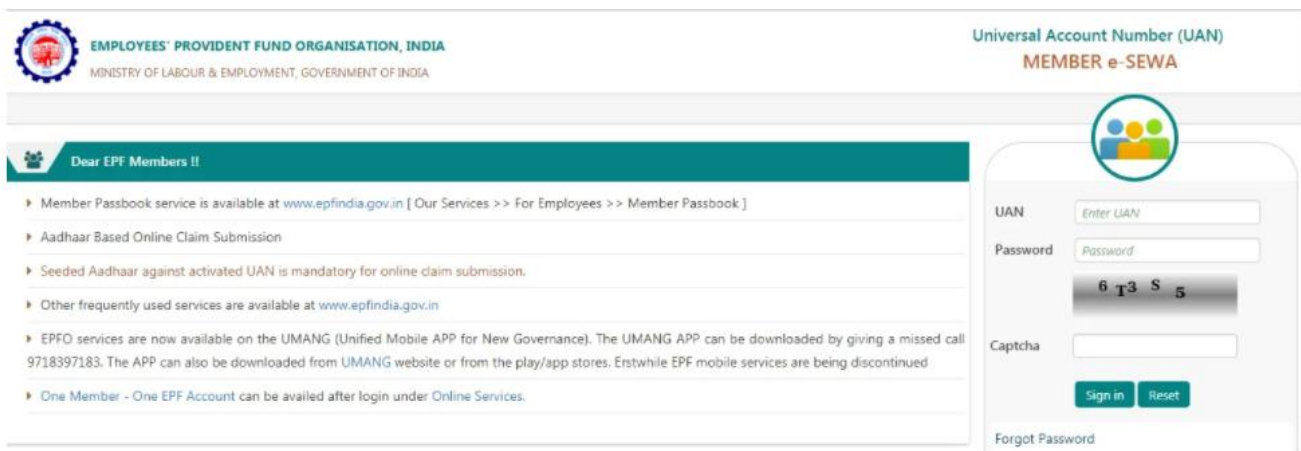
While the PF transfer was possible online earlier under 'Online Transfer Claim Portal', with the introduction of UAN, the process of transfer is revised and shifted under 'unified portal'. However, in order to make online PF transfer, please ensure the following:

- The member should have activated his UAN in UAN portal and mobile number used for activation should also be active
- Bank account and bank IFSC code of employee should be seeded against the UAN Seeding Aadhar number and PAN against UAN is not mandatory for raising transfer claims
- The employer should have approved the e-KYC
- The previous/current employer should have digitally registered authorized signatories in EPFO
- PF account number of both previous and current employment of an employee should be entered in EPFO database
- Only one transfer request against the previous member ID can be accepted
- Personal information and PF account related information is shown in EPFO should be correct

### Procedure to transfer PF online-

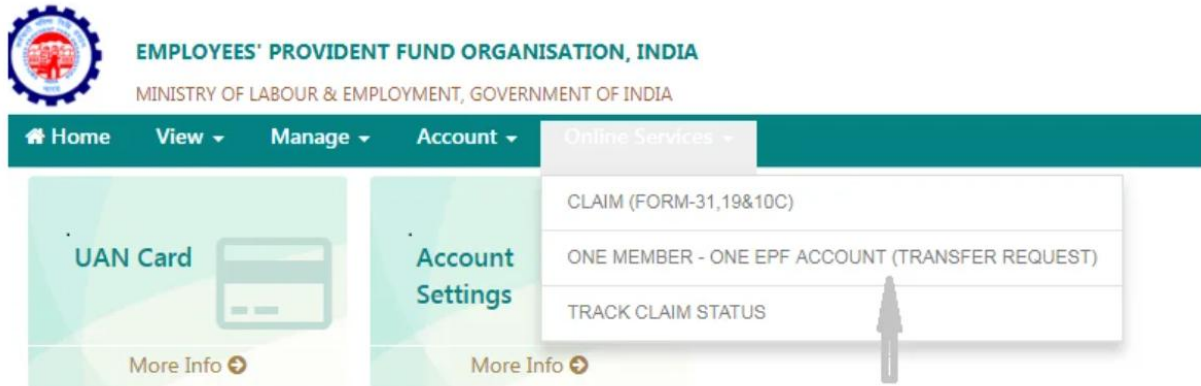
Now we know that PF transfer can be made online and above criteria need to be fulfilled. Let us understand the procedure step by step with the help of screenshots:

#### Step 1: Login to Unified portal (member interface) by using your credentials i.e., UAN number and password

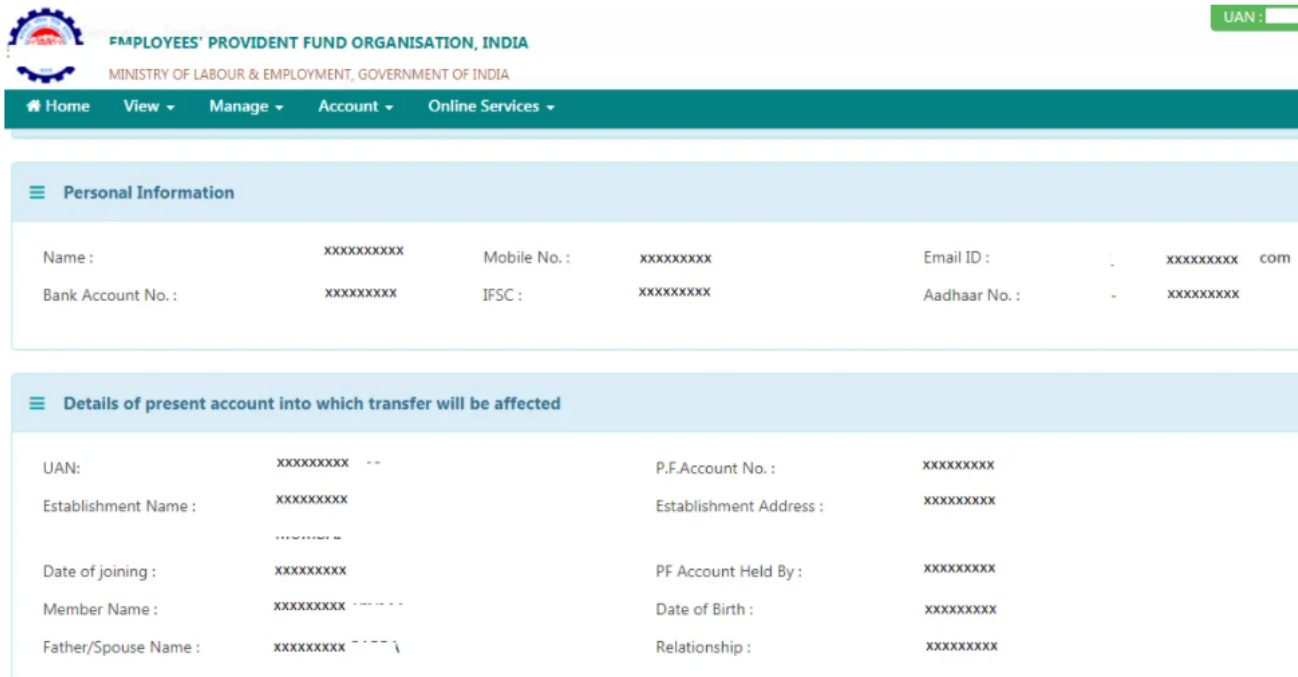


The screenshot shows the EPFO Member e-SEWA login portal. The header includes the EPFO logo, the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA', and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. On the right, it says 'Universal Account Number (UAN) MEMBER e-SEWA'. The main content area has a green banner that says 'Dear EPF Members !!'. Below this, there are several links and notices, including 'Member Passbook service is available at www.epfindia.gov.in', 'Aadhaar Based Online Claim Submission', 'Seeded Aadhaar against activated UAN is mandatory for online claim submission.', 'Other frequently used services are available at www.epfindia.gov.in', 'EPFO services are now available on the UMANG (Unified Mobile APP for New Governance). The UMANG APP can be downloaded by giving a missed call 9718397183. The APP can also be downloaded from UMANG website or from the play/app stores. Erstwhile EPF mobile services are being discontinued', and 'One Member - One EPF Account can be availed after login under Online Services.'. On the right side, there is a login form with fields for 'UAN' (with a placeholder 'Enter UAN'), 'Password' (with a placeholder 'Password'), and a 'Captcha' field. Below the fields are 'Sign in' and 'Reset' buttons. At the bottom of the login form, there is a link for 'Forgot Password'.

**Step 2: After login, click on 'One Member – One EPF Account (Transfer Request)' under Online Services**



**Step 3: Verify personal information and PF account for present employment:**



The screenshot shows the EPF portal interface. The header includes the EPF logo and text: "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The navigation bar has links: Home, View, Manage, Account, and Online Services. The "Online Services" dropdown menu is open, showing three options: "CLAIM (FORM-31,19&10C)", "ONE MEMBER - ONE EPF ACCOUNT (TRANSFER REQUEST)" (which is highlighted with a mouse cursor), and "TRACK CLAIM STATUS". On the left, there are two main sections: "UAN Card" and "Account Settings", each with a "More Info" link.

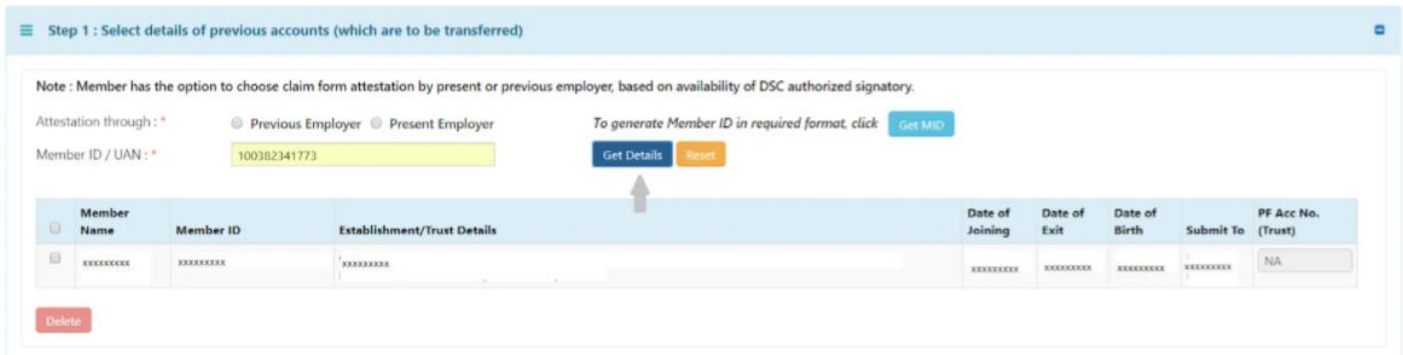
**Personal Information**

Name :	XXXXXXXXXX	Mobile No. :	XXXXXXXXXX	Email ID :	XXXXXXXXXX.com
Bank Account No. :	XXXXXXXXXX	IFSC :	XXXXXXXXXX	Aadhaar No. :	XXXXXXXXXX

**Details of present account into which transfer will be affected**

UAN:	XXXXXXXXXX	P.F.Account No. :	XXXXXXXXXX
Establishment Name :	XXXXXXXXXX	Establishment Address :	XXXXXXXXXX
Date of joining :	XXXXXXXXXX	PF Account Held By :	XXXXXXXXXX
Member Name :	XXXXXXXXXX	Date of Birth :	XXXXXXXXXX
Father/Spouse Name :	XXXXXXXXXX	Relationship :	XXXXXXXXXX

**Step 4: PF account details of previous employment would appear on clicking on 'Get details' below**



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**Step 1 : Select details of previous accounts (which are to be transferred)**

Note : Member has the option to choose claim form attestation by present or previous employer, based on availability of DSC authorized signatory.

Attestation through : \* ☐ Previous Employer ☐ Present Employer

Member ID / UAN : \* 100382341773

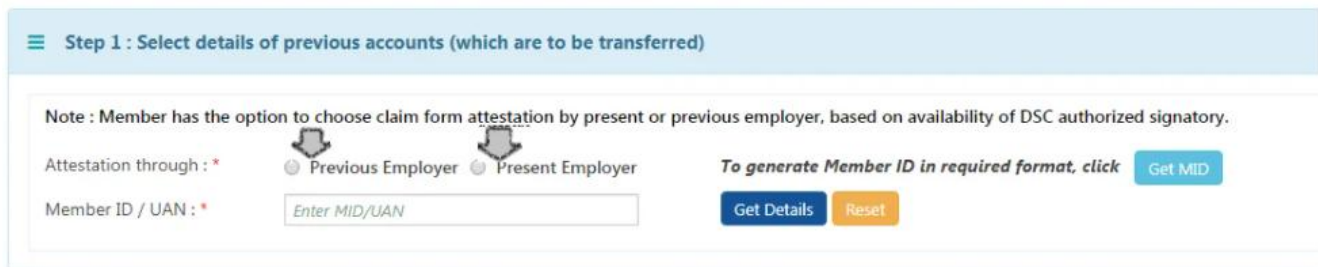
To generate Member ID in required format, click [Get MID](#)

[Get Details](#) [Reset](#)

Member Name	Member ID	Establishment/Trust Details	Date of Joining	Date of Exit	Date of Birth	Submit To	PF Acc No. (Trust)
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	NA

[Delete](#)

**Step 5:** You have the option of choosing either your previous employer or current employer for attesting the claim form based on the availability of authorized signatory holding DSC. Choose either of the employers and provide member id/UAN:



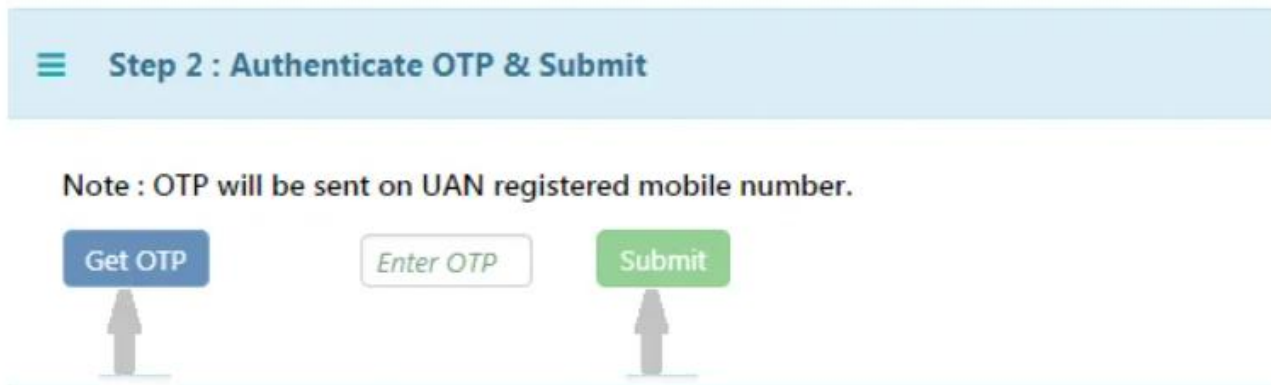
Step 1 : Select details of previous accounts (which are to be transferred)

Note : Member has the option to choose claim form attestation by present or previous employer, based on availability of DSC authorized signatory.

Attestation through : \* ☒ Previous Employer ☐ Present Employer *To generate Member ID in required format, click* [Get MID](#)

Member ID / UAN : \*  [Get Details](#) [Reset](#)

**Step 6:** In the next step, click on 'Get OTP' to receive OTP to UAN registered mobile number and enter the OTP and click on submit.



Step 2 : Authenticate OTP & Submit

Note : OTP will be sent on UAN registered mobile number.

[Get OTP](#)  [Submit](#)

The employer will digitally approve your EPF transfer request by accessing employer interface of the unified portal. Fill up Form 13 with details including PF number from both previous and current employer and download the transfer claim (pdf format). Submit the physical signed copy of the online PF transfer claim form to the selected employer within a period of 10 days.