Steps to update nominee online in EPF account

Step 1: Visit https://unifiedportal-mem.epfindia.gov.in/memberinterface/ and login to your EPF account using UAN number and password.

Step 2: Under the 'Manage' tab select the 'e-nomination' option in order to make a nomination.

Step 3: Now you will be redirected to a new page where you will get a pop-up message asking 'Having Family?' You will be asked to answer this through this Yes or NO. You will be asked to specify the specifics of your nominee if you selected the 'Yes' option. And for the same you need to enter the following details of the family member whom you are going to nominate: Aadhaar, Name, Date of birth, Gender, Relation, Address, Bank account details (Optional), Guardian and Photo (not exceeding 100 KB).

Step 4: If you want to add more than one applicant, you can add details of more than one family member by clicking the option 'Add row'.

Step 5: If you have chosen 'No', then you will be required to specify the total amount of contribution you want to grant to the person you are nominating along with the above specifics.

Step 6: Now click on the 'Save Family Details' option. For your EPF account, specify the family member you want to nominate and the amount of the share you want to grant him or her. If you have more than one nominee in your EPF account, make sure that the cumulative amount of the nominees' share is up to 100%.

Step 7: Now click on 'Save EPF Nomination'

Step 8: Details of EPF nominations will be saved effectively. Likewise, you will also be asked to make an EPS (Employee Pension Scheme) nomination. As mentioned above, you will be asked to enter similar details. Note, you can render different EPF and EPS nominations.

Step 9: Go to the 'e-nomination' option under the 'Manage' tab once the details are saved successfully. The nominee details that you have saved will be displayed as a pending nomination to you. To complete the process, you are required to 'e-sign' the nomination made by you. If you want to see the specifics of your nomination, click on the 'View' button.

Step 10: Now you will be redirected to a new page where you need to enter your virtual ID of your Aadhaar. Once you entered the virtual ID of Aadhaar and click on 'Verify'

Step 11: You will be required to choose the tick box again to give your approval to Aadhaar's e-KYC services.

Step 12: Now enter your Aadhaar or Virtual ID again and click on 'Get OTP'. You will get an OTP on your Aadhaar-linked mobile number.

Step 13: Enter the OTP on the required space to authenticate it and click on 'Submit'

Step 14: Once the OTP has successfully verified the specifics of your nominee will be saved in the database of EPFO. Under the 'Manage' tab, you can verify the nomination specifics under the 'e-nomination' option.