Online procedure

Considering these difficulties EPFO no provided an option where EPF UAN name, gender and date of birth correction can be completed online at ease. Let us see the process.

Step 1-Visit the EPFO's Unified Member Portal. Log in to the account using your login using UAN number and password. Then under the tab "Manage", select the option "Modify Basic Details".
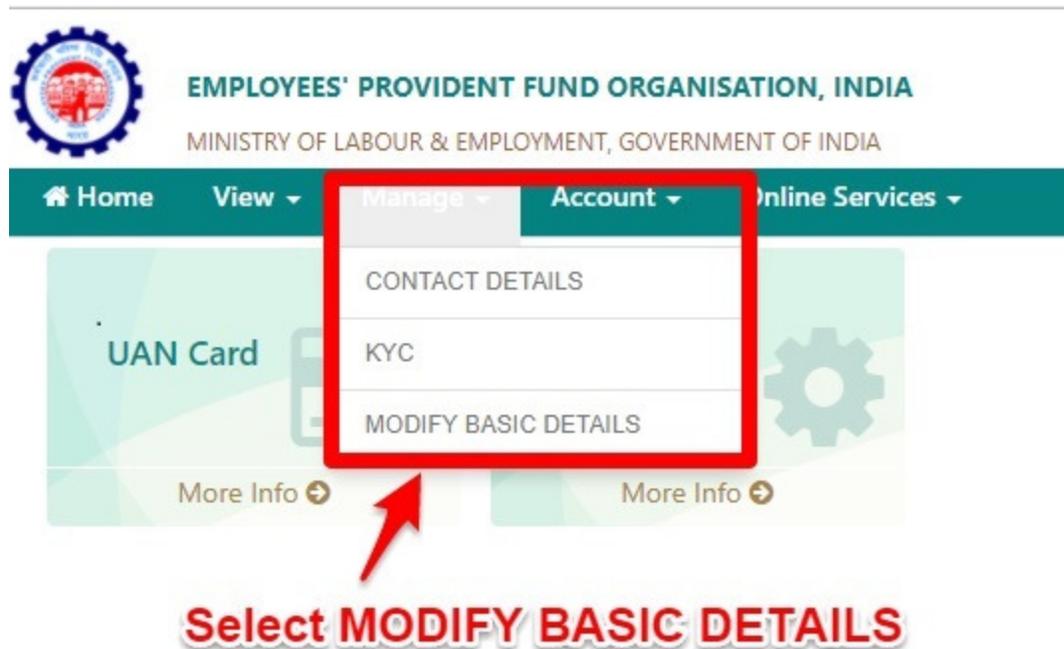
Step 2-Then you have to first enter your Aadhaar number and proceed for the entry of the details like name, gender and date of birth AS PER AADHAAR records.

Step 3-Once you click on update details tab, the below screen will appear. Here you can view the details you entered, check the status of the details updated and also can delete the request. But do remember that employee can delete the request before an employer can approve the request.
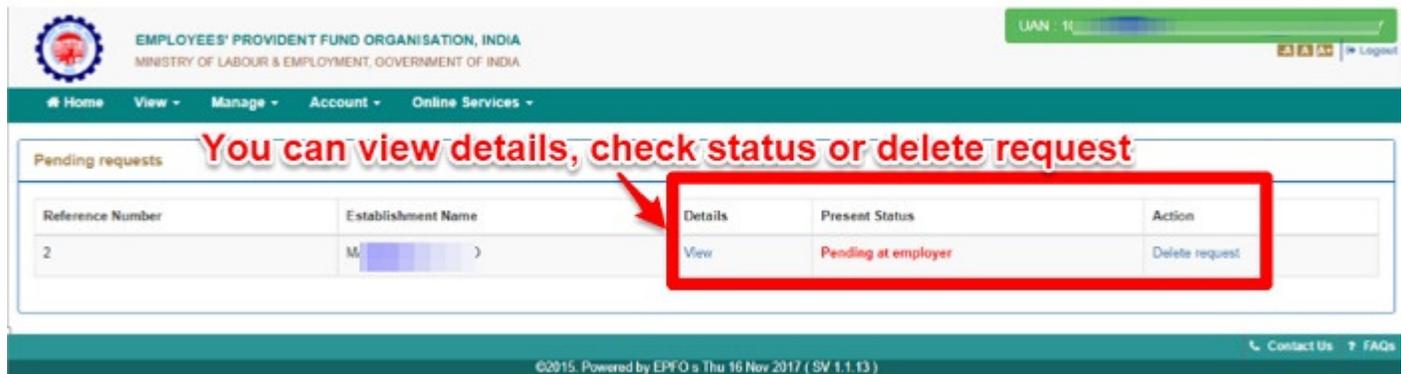
Step 4-However, if your UAN is already Aadhaar verified, then you are not allowed to change the details. The message appears as below.

This is how you can proceed with EPF UAN name, gender and date of birth correction online. Once employee submit the request, then the below process will happen at the back end.

Employer will login to Employer Interface of Unified Portal.

Employer can view the change requests submitted by employees by clicking on "Member>Details Change Request"

Employer can view the online requests received from employees and can thus take appropriate action by giving the proper remark.

After approval of the request, employer can see the latest status of the request.

After approval of the request by the employer, the request will appear as a task in login of Dealing Hand, of concerned EPFO office, in the Field Office Interface of Unified Portal.

Dealing Hand can login and view the online change requests by clicking "Member>Details Change Request".

After due verification Dealing Hand can submit his/her recommendations to Section Supervisor.

The Dealing Assistant can put the case either for Approval or Rejection by selecting the appropriate radio button i.e. Recommended for Approval or Recommended for Rejection with proper remarks. In the same manner, Section Supervisor can submit his/her recommendations to APFC/RPFC.

Finally APFC/RPFC can Approve/Reject the case.