

STEPS TO ACTIVATE THE UNIVERSAL ACCOUNT NUMBER (UAN)

UAN is a 12-digit unique number issued by EPFO to all its subscribers. The steps to activate the UAN are mentioned below:

1. Visit www.google.com and type 'employee e sewa' in the search bar.
2. Click on the first link that pops up on the page - unifiedportal-mem.epfindia.gov.in.
3. You will be redirected to the member or employee portal of Employees Provident Fund Organization.
4. Click on the 'Activate UAN' option mentioned under the tab of Important Links, in the down right corner.
5. You will be redirected to the new page with the heading - **Activate Your Uan**
6. Fill the details including your UAN, Name and Date of Birth as per the records mentioned on the EPF portal. Please check the same with your management before filing these details. It might be possible that there might be a difference in your actual data (Name & Date of Birth) and the data mentioned on the EPF portal. **You will be required to update the data that is mentioned on the EPF portal only, even if it is wrong, just for the sake of activation of UAN.**
7. Enter your Mobile Number in the next column. Please fill the Mobile Number that is available with yourself because an OTP will be sent on that number, immediately.
8. Once you're done updating all the details, then fill the Captcha mentioned there.
9. An OTP will be sent on the Mobile Number you had filled above and once you update the OTP, your UAN will be activated.
10. You will receive a confirmation message on your Mobile Number along with the password of your portal.
11. You can change the password by visiting - unifiedportal-mem.epfindia.gov.in, again and clicking on 'Forgot Password'.
12. In case your UAN is already activated then the portal will show the same and then you can change the password by visiting - unifiedportal-mem.epfindia.gov.in, again and clicking on 'Forgot Password'.
13. You can also watch the entire process by clicking on the following link:
<https://www.youtube.com/watch?v=n0B0sGDQq78&t=139s>