Dear Candidate,

With reference to the **Section 142 of Code of Social Security** wherein UAN KYC for Aadhaar has become mandatory for depositing the PF contribution to the EPFO office. In absence of Aadhaar KYC verification, the employee's PF contributions will continue to be on hold unless the **Aadhaar** **KYC is completed from the employee's end**.

Keeping the above in mind, please follow the steps below to ensure you complete your Aadhaar KYC verification at the earliest.

**Note** - Mozilla Firefox is the best browser for accessing EPFO portal. In case you experience some technical issues with logging into member UAN portal, try logging in before 8 am or after 8 pm.

**Recommended Steps that you can take to complete your Aadhaar KYC Verification:**

1. **As a new hire, what do you need to do?**

You need to make sure that your Aadhaar KYC is updated in your UAN and duly verified on the EPFO portal here.
You can check your payslip for getting the UAN number else you can go on EPFO portal here and click on 'Know your UAN' under important links tab as shown below:
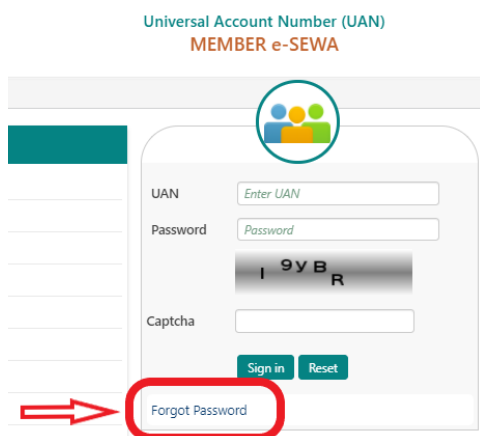
2. **You already have the UAN but you are unable to login or getting the error "UAN not activated"**

Please follow steps in the attached SOP, titled as **"Activate your UAN",** to activate your UAN post which you should be able to login to follow the rest of the steps for KYC verification

3. **Your UAN is activated however you don't remember the password**.

While you are at the EPFO portal, please click on **'forgot password'** link as shown below and then enter your UAN number and featured captcha.



Then portal will ask you to confirm if the number registered on the portal is correct or not. If the number is correct, then a new password will be sent on mobile number registered on EPFO portal. If mobile number is not linked to Aadhaar or is incorrect/inactive, refer to point 4 or 5.

4. **Is your Aadhaar linked to Mobile Number**:
Visit the UIDAI website https://uidai.gov.in/ to link your mobile number to Aadhaar.

**5. Is the Mobile number linked to UAN accessible/working**

If the answer is 'No', then please contact your previous employer to help linking with UAN.

**6. How to update KYC**

Please refer to the SOP titled '**Update you KYC'** that is attached along with this email and follow the steps mentioned to update your KYC so that your UAN is Aadhaar Verified. Please contact your previous employer for approval of KYC verification.

**7. How to check if Aadhaar KYC is successfully done?**
Employees need to login on EPFO Member portal here using their UAN and password and check if their Aadhaar is appearing as Verified as shown in below screenshot.



**8. You are not able to update the KYC and are getting Error "Aadhaar authentication failed".**

In this case you will need to ascertain the reason for the error. Please compare your details in E-Aadhaar vs details in UAN on EPFO portal and refer to the attached SOP titled as **"Basic Details correction"** to initiate the correction. Once done, you can check the status of approval by employer through logging into your UAN portal.

In case of any error, you need to contact your previous employer.