

# Steps for Employee action

# Login to Establishment Sign In



<https://unifiedportal-emp.epfindia.gov.in/epfo/>

Government of India Technical Help : 18001-18005 (Toll Free) -Timing : 9:15 AM to 5:45 PM [Contact Us](#) [A+](#) [A](#) [A-](#) [f](#) [t](#)



## Employees' Provident Fund Organisation, India

Ministry of Labour & Employment, Government of India



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

### Instructions

- ▣ Please create your permanent login id and password of your choice after the first login.
- ▣ In case you have forgotten the password/login id, use [Forgot Password](#) link to get the same through SMS on your registered mobile number.
- ▣ In case your account is locked due to repeated use of wrong password, use [Unlock account](#) link.

### Establishment Sign In



Sign In ▼Reset ↻

[Forgot Password](#) | [Unlock Account](#)

[Employer Sign In](#)

[Uncovered Principal Employer Sign In](#)

Welcome Employees !!Important LinksWhat's New

Note: Refer the instructions

Go to “Member” tab and select “APPROVE POHW REQUEST”



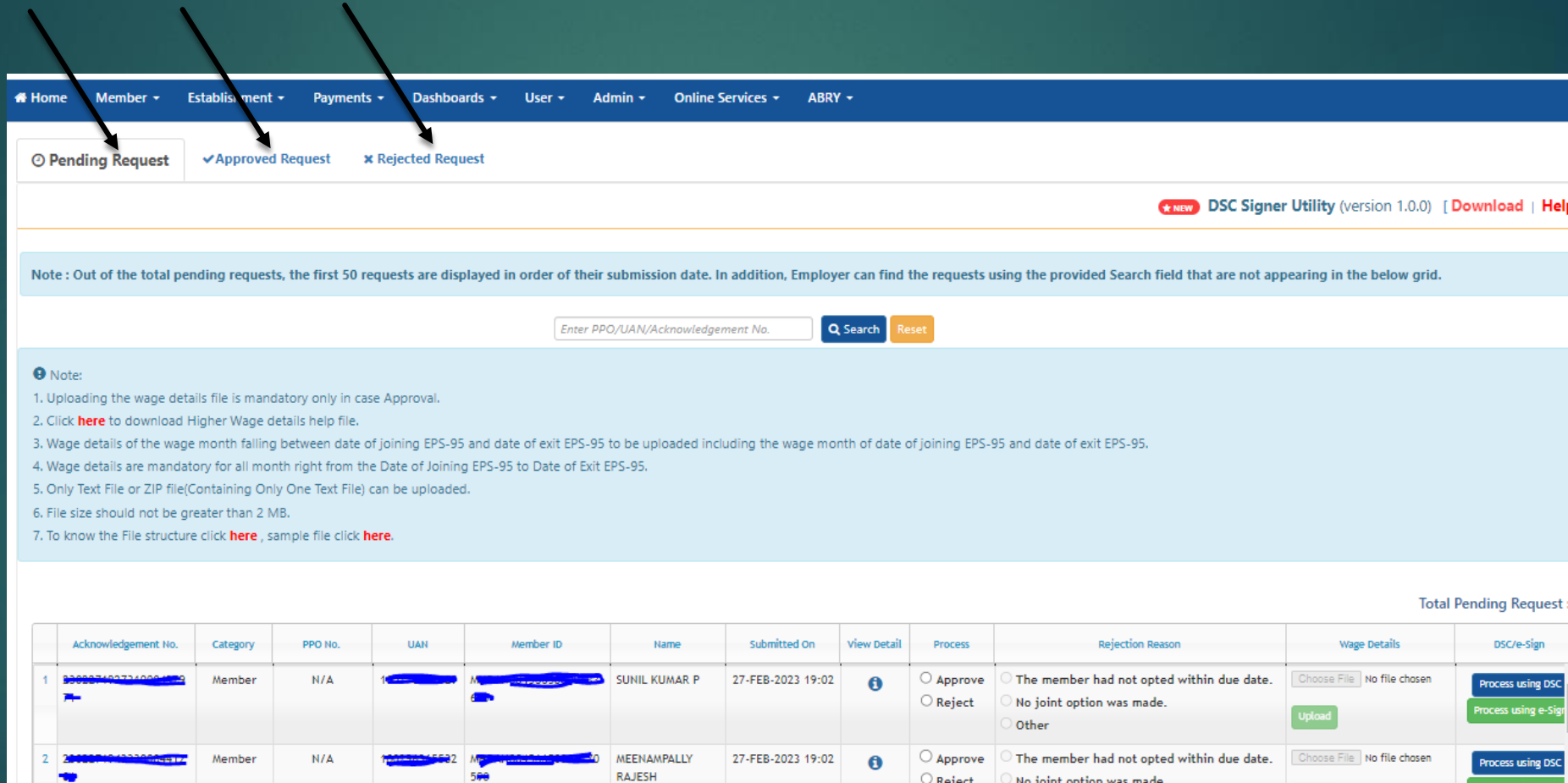
A screenshot of the EPFO website's user interface. At the top, the header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR &amp; EMPLOYMENT, GOVERNMENT OF INDIA", and a user welcome message. Below the header is a navigation menu with tabs: Home, Member, Establishment, Payments, Dashboards, User, Admin, Online Services, and ABRY. The "Member" tab is selected, and a dropdown menu is open, listing various options. A black arrow points from the text above to the "Member" tab, and another black arrow points from the text above to the "APPROVE POHW REQUEST" option in the dropdown menu. The dropdown menu items include: MEMBER PROFILE, REGISTER-INDIVIDUAL, REGISTER-BULK, KYC-BULK, EXIT-BULK, APPROVALS, MISSING DETAILS BULK, APPROVE MISSING DETAILS, AADHAAR VERIFICATION, APPROVE KYC PENDING FOR DS, BASIC DETAILS CHANGE REQUESTS, APPROVE KYC SEDED BY MEMBER, UAN ALLOTMENT FOR EXISTING MEMBER, INTERNATIONAL WORKER &lt;-&gt; DOMESTIC WORKER CHANGE, and APPROVE POHW REQUEST (marked as NEW). The background of the website shows a "Register" button and some informational text.

Note: Refer the instructions

Click on “Pending request” to see the requests submitted by the employees

Click on “Approved request” to see the requests that are approved

Click on “Rejected requests” to see the request that are rejected



[Home](#) | [Member](#) | [Establishment](#) | [Payments](#) | [Dashboards](#) | [User](#) | [Admin](#) | [Online Services](#) | [ABRY](#)

[Pending Request](#) | [Approved Request](#) | [Rejected Request](#)

★ NEW **DSC Signer Utility** (version 1.0.0) [[Download](#) | [Help](#)]

Note : Out of the total pending requests, the first 50 requests are displayed in order of their submission date. In addition, Employer can find the requests using the provided Search field that are not appearing in the below grid.

Enter PPO/UAN/Acknowledgement No.

Note:

1. Uploading the wage details file is mandatory only in case Approval.
2. Click [here](#) to download Higher Wage details help file.
3. Wage details of the wage month falling between date of joining EPS-95 and date of exit EPS-95 to be uploaded including the wage month of date of joining EPS-95 and date of exit EPS-95.
4. Wage details are mandatory for all month right from the Date of Joining EPS-95 to Date of Exit EPS-95.
5. Only Text File or ZIP file(Containing Only One Text File) can be uploaded.
6. File size should not be greater than 2 MB.
7. To know the File structure click [here](#) , sample file click [here](#).

Total Pending Request

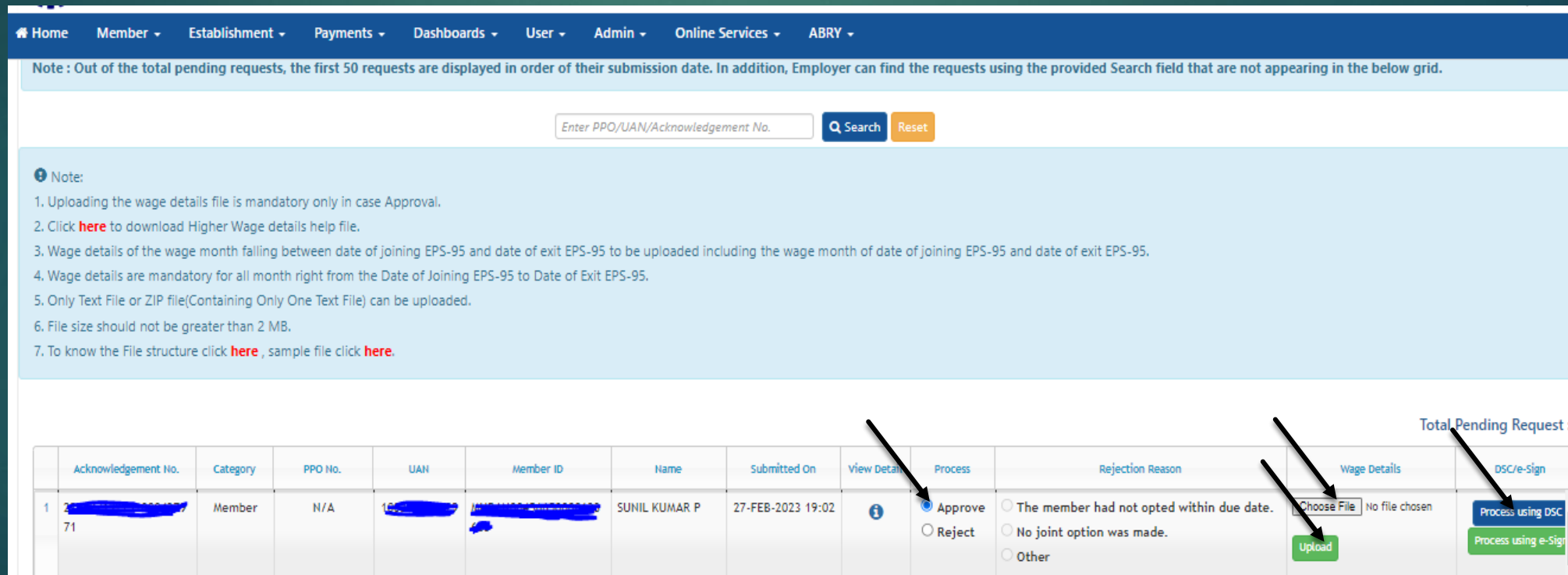
	Acknowledgement No.	Category	PPO No.	UAN	Member ID	Name	Submitted On	View Detail	Process	Rejection Reason	Wage Details	DSC/e-Sign
1	[REDACTED]	Member	N/A	[REDACTED]	[REDACTED]	SUNIL KUMAR P	27-FEB-2023 19:02	<a href="#">i</a>	<input type="radio"/> Approve <input type="radio"/> Reject	<input type="radio"/> The member had not opted within due date. <input type="radio"/> No joint option was made. <input type="radio"/> Other	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Process using DSC"/> <input type="button" value="Process using e-Sign"/>
2	[REDACTED]	Member	N/A	[REDACTED]	[REDACTED]	MEENAMPALLY RAJESH	27-FEB-2023 19:02	<a href="#">i</a>	<input type="radio"/> Approve <input type="radio"/> Reject	<input type="radio"/> The member had not opted within due date. <input type="radio"/> No joint option was made.	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Process using DSC"/> <input type="button" value="Process using e-Sign"/>

To approve the request, select Approve and click on Choose file and upload wage details. (Employer can view all the details furnished by the member by clicking on the view link)

For approval employer has to upload month-wise wage details in the prescribed format for the period under consideration.

To upload month-wise wage details follow the attached steps.

Once month-wise wage details are uploaded, click on process using DSC or E-sign




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Enter PPO/UAN/Acknowledgement No.

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Acknowledgement No.	Category	PPO No.	UAN	Member ID	Name	Submitted On	View Details	Process	Rejection Reason	Wage Details	DSC/e-Sign
1 71	Member	N/A			SUNIL KUMAR P	27-FEB-2023 19:02		<input checked="" type="radio"/> Approve <input type="radio"/> Reject	<input type="radio"/> The member had not opted within due date. <input type="radio"/> No joint option was made. <input type="radio"/> Other	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Process using DSC"/> <input type="button" value="Process using e-Sign"/>

To reject the request, select Reject and click on Rejection reason and approve using DSC or E-sign.



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Enter PPO/UAN/Acknowledgement No.

Search

Reset

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Total Pending Request : 39

	Acknowledgement No.	Category	PPO No.	UAN	Member ID	Name	Submitted On	View Detail	Process	Rejection Reason	Wage Details	DSC/e-Sign
1	[REDACTED]	Member	N/A	[REDACTED]	[REDACTED]	SUNIL KUMAR P	27-FEB-2023 19:02		<input type="radio"/> Approve <input checked="" type="radio"/> Reject <input type="radio"/> Other <input type="text" value="Enter Reason"/>	<input type="radio"/> The member had not opted within due date. <input type="radio"/> No joint option was made. <input checked="" type="radio"/> Other <input type="text" value="Enter Reason"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Process using DSC"/> <input type="button" value="Process using e-Sign"/>



Thank you