



UAN
Universal Account Number

NEW EMPLOYEE'S UAN GENERATION PROCESS

This presentation has been developed by **SGC Management Services** to guide employees and workers, especially in the unorganized and semi-formal sectors, on how to **generate and activate their Universal Account Number (UAN)** using the **UMANG App**, as per the **latest EPFO guidelines (2025)**.

PREREQUISITES BEFORE YOU BEGIN

Before initiating UAN generation, ensure you have:

- **Aadhaar Number** (mandatory)
- **Mobile number linked with Aadhaar**
- **Date of Birth** (as per Aadhaar)
- **Valid Email ID** (optional)
- **PAN (optional)** – may be required for KYC later
- **UMANG App** installed and registered on your smartphone



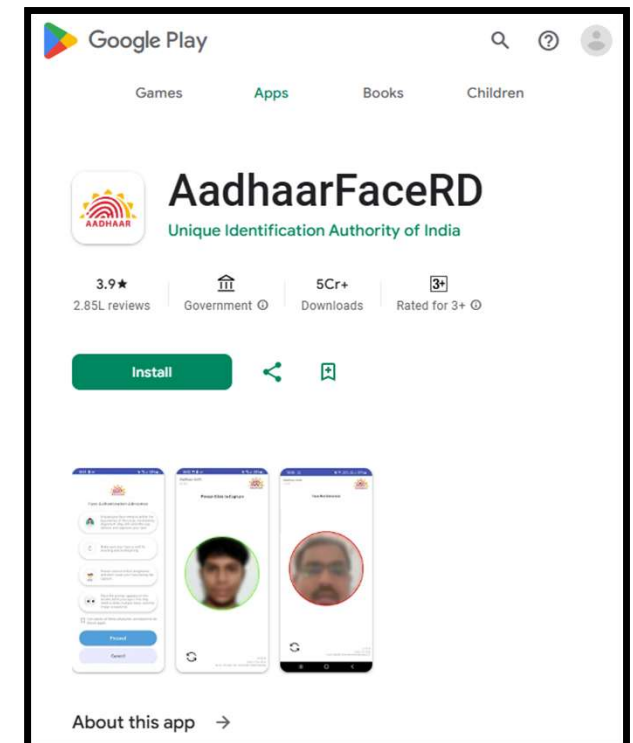
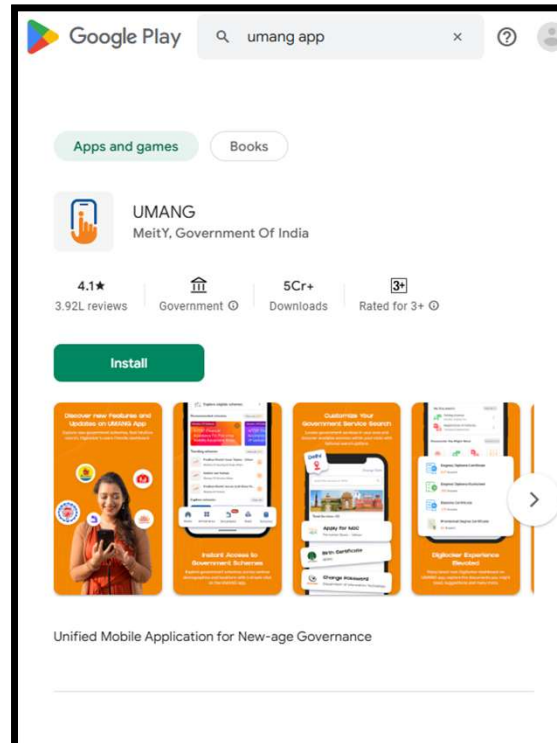
EPFO

UAN
Universal Account Number

DOWNLOAD & REGISTER ON UMANG APP

Step 1: Download the UMANG App, and

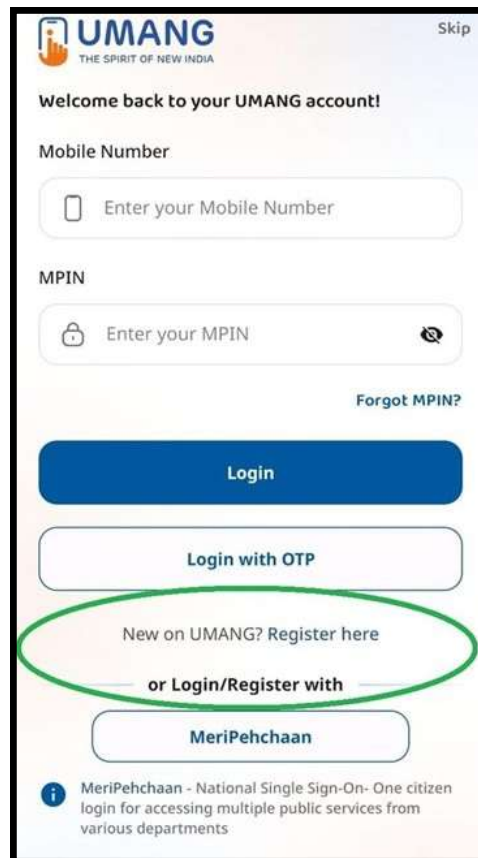
- **Android:** Google Play Store → Search “UMANG” → Install
- **iOS:** Apple App Store → Search “UMANG” → Install
- Search for: “**FaceRD by NIC**”
- Install the Face Authentication app
- Ensure good lighting and mobile camera access



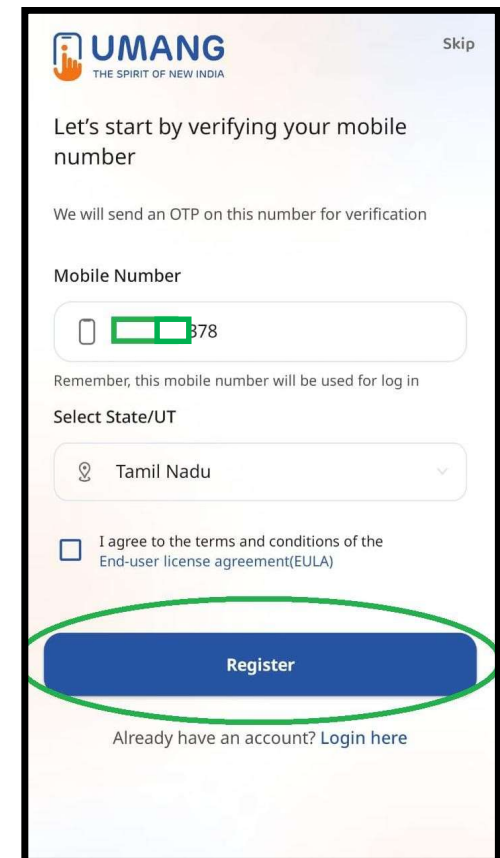
DOWNLOAD & REGISTER ON UMANG APP

Step 2: Register / Login

- Open the UMANG App
- Tap on “**Register**”
- Enter **mobile number** → Receive **OTP**
- Set **MPIN** for future access
- Alternatively, you can log in using **Aadhaar OTP**



The image shows the UMANG app login screen. At the top, there is a 'Skip' button. Below the UMANG logo, it says 'Welcome back to your UMANG account!'. There are two input fields: 'Mobile Number' with a placeholder 'Enter your Mobile Number' and 'MPIN' with a placeholder 'Enter your MPIN'. A 'Forgot MPIN?' link is next to the MPIN field. Below these fields are three buttons: 'Login' (blue), 'Login with OTP' (light blue), and 'New on UMANG? Register here' (light blue). The 'New on UMANG? Register here' button is circled in green. Below it is a link 'or Login/Register with MeriPehchaan' and a button 'MeriPehchaan'. At the bottom, there is a small icon and text: 'MeriPehchaan - National Single Sign-On- One citizen login for accessing multiple public services from various departments'.



The image shows the UMANG app registration screen. At the top, there is a 'Skip' button. Below the UMANG logo, it says 'Let's start by verifying your mobile number'. Below this, it says 'We will send an OTP on this number for verification'. There is a 'Mobile Number' input field with a placeholder 'Enter your Mobile Number' and a green box around the number '878'. Below this, it says 'Remember, this mobile number will be used for log in'. There is a 'Select State/UT' dropdown menu with 'Tamil Nadu' selected. Below this, there is a checkbox and text: 'I agree to the terms and conditions of the End-user license agreement(EULA)'. Below this is a blue 'Register' button, which is circled in green. At the bottom, it says 'Already have an account? Login here'.

NEW UAN GENERATION VIA UMANG

Step 3: Access EPFO Services

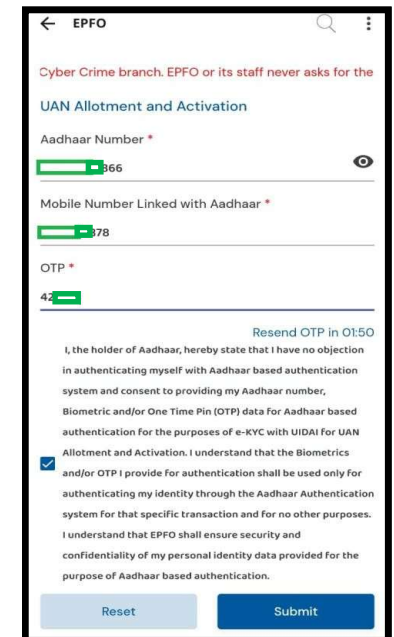
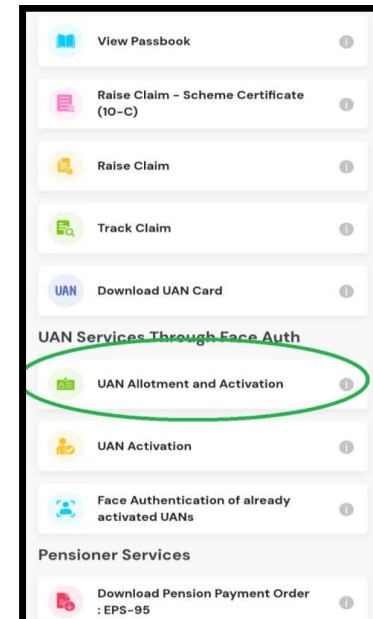
- On UMANG home screen, tap **“All Services”**
- Select **“EPFO”** from the list

Step 4: Select ‘UAN Allotment’

- Under EPFO services, tap on:
- **“UAN Allotment – Employee”** (new feature for first-time users)

Step 5: Aadhaar-Based Verification

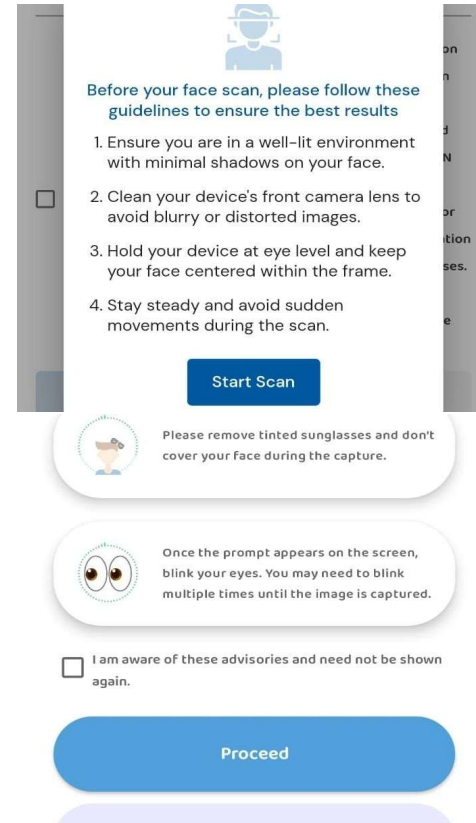
- Enter your **12-digit Aadhaar Number**
- Tap **“Get OTP”** (sent to your Aadhaar-registered mobile)
- Enter the OTP and verify



NEW UAN GENERATION VIA UMANG

Step 6: Face to be Scanned for Authentication


- You'll be prompted to open the **FaceRD app**
 - Hold phone steadily → Align your face in the oval frame
 - System captures biometric face data and links it with Aadhaar
- ✓ Once verified, process continues (UAN activation or KYC proceeds)




Before your face scan, please follow these guidelines to ensure the best results

1. Ensure you are in a well-lit environment with minimal shadows on your face.
2. Clean your device's front camera lens to avoid blurry or distorted images.
3. Hold your device at eye level and keep your face centered within the frame.
4. Stay steady and avoid sudden movements during the scan.

☐ Start Scan

 Please remove tinted sunglasses and don't cover your face during the capture.

 Once the prompt appears on the screen, blink your eyes. You may need to blink multiple times until the image is captured.

☐ I am aware of these advisories and need not be shown again.

Proceed

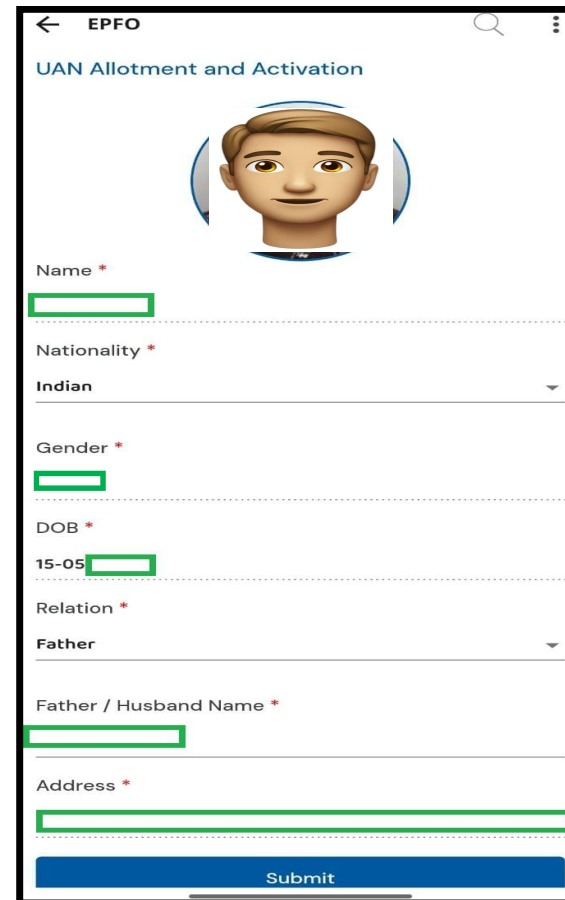
NEW UAN GENERATION VIA UMANG

Step 7: Auto-Fetched Details

Once Aadhaar is verified, UMANG will auto-fetch:


- Name
- Date of Birth
- Gender
- Mobile Number
- Email (if linked to Aadhaar)

You may be asked to **confirm or edit** minor details



← EPFO

UAN Allotment and Activation



Name *

Nationality *

Indian

Gender *

DOB *

15-05

Relation *

Father

Father / Husband Name *

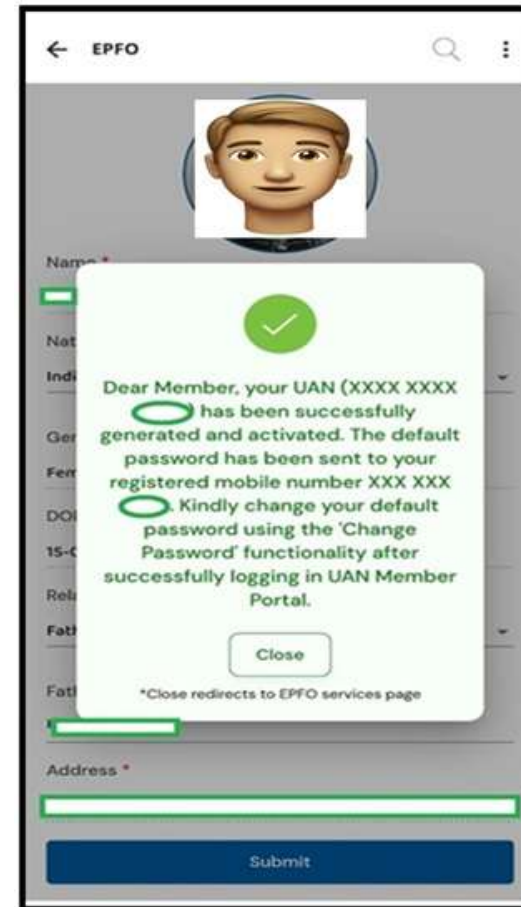
Address *

Submit

UAN GENERATION CONFIRMATION

Step 8: UAN Allotment

- After verification, your **UAN is generated instantly**
- You will see a **confirmation message** with UAN
- You will also receive a **confirmation SMS** from EPFO
- Option to **download or save UAN PDF**



UAN ACTIVATION PROCESS

After UAN is generated, you need to **activate it** before you can use EPFO services like passbook, claims, etc.






Step 9: Activate UAN

- Still within **UMANG App** → Go to **EPFO Services**
- Tap on **“Activate UAN”**
- Enter:
 - UAN
 - Name
 - Date of Birth
 - Mobile Number
- Get and enter OTP
- Set a **password** for login to EPFO Member e-Sewa portal

Important: UAN activation is a **one-time step** to enable full access to EPF services online


POST ACTIVATION – ACCESS SERVICES

Once your UAN is activated, you can access the following directly from the UMANG App:


-  View PF Passbook
-  Download UAN Card
-  Track EPF Claim Status
-  Raise EPF Withdrawal/Transfer Claims
-  Update KYC (PAN, Bank Account, etc.)

HELPDESK & TROUBLESHOOTING

UMANG Helpdesk:

 1800-11-5246 (Toll-Free)

EPFO Helpdesk:

 1800-118-005 (Toll-Free)

UMANG Email:

customercare@umang.gov.in

KEY ADVANTAGES OF UAN VIA UMANG (New Guidelines)

<u>Feature</u>	<u>Previous Process</u>	<u>UMANG (2025) Update</u>
Who can generate UAN	Employer only	Individual can self-generate
Aadhaar-based onboarding	Optional	Mandatory
Mobile-only process	No	Yes
Employer involvement	Required	Not needed

Note: Share the UAN with the HR Department

THANK YOU!