



(IS Division)  
Employees' Provident Fund Organisation  
Ministry of Labour  
Govt. Of India

Instruction Manual for  
Registration of e-Sign of authorized signatory of Establishment  
Version 1.0

## Document update history

S.No	Date of Submission/ Change	Description	Document Version No.	Team
<u>1.</u>	<u>28.09.2017</u>	<u>Version for review</u>	<u>1.0</u>	<u>Sh. Harsh Vardhan Kaushik, DD(IS)</u> <u>Sh. Ajay Agarwal, AD(IS)</u> <u>Sh. Saurabh Bajpai, AD(IS)</u> <u>Sh. Smita Soni, AD(IS)</u>

## 1. Registration of E-sign for authoized signatory whose DSC is already registered and active.

Please login to Employer Interface of Unified Portal thourgh following URL

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

The screenshot shows the homepage of the Employees' Provident Fund Organisation, India. The header includes the Government of India logo and the EPFO logo. The main content area features a large banner with silhouettes of workers. To the right, there is a 'Establishment Sign In' section with a login form. The form includes fields for 'Establishment ID' (filled with 'uppskn512') and 'Password'. Below the password field are 'Sign In' and 'Reset' buttons. Links for 'Forgot Password' and 'Unlock Account' are also present. A 'Sign In' link for employers is at the bottom of the sign-in section. To the left of the sign-in section, there is an 'Instructions' box with three points: 1. Please create your permanent login id and password of your choice after the first login. 2. In case you have forgotten the password/login id, use Forgot Password link to get the same through SMS on your registered mobile number. 3. In case your account is locked due to repeated use of wrong password, use Unlock account link. Below the banner, there are three sections: 'Welcome Employers!!', 'Important Links' (with a link to 'Application for Employer Registration'), and 'What's New' (with a note about ECR format revision).

Go to Establishment>>DSC/E-SIGN

The screenshot shows the 'Employer Profile' page of the Employees' Provident Fund Organisation, India. The header includes the Government of India logo and the EPFO logo. The main content area features a large banner with silhouettes of workers. To the right, there is an 'Employer Profile' section with a table showing details for 'U.P. POORVA SAINIK KALYAN NIGAM LTD.'. The table includes fields for 'Est. Id', 'PF', 'Pension', 'EDLI', 'Address', and 'PF Office'. Below the profile section, there is an 'Online Services' section with a table showing 'No. Of Pending Transfer Claims' and 'Oldest Claim Pending Since'. On the left, there is a 'What's New' section with a link to 'FORM 5A Data fields'. A 'Quick Links' section is at the bottom.

U.P. POORVA SAINIK KALYAN NIGAM LTD.	
Est. Id	UPKNP0029908000
PF	Un-Exempted
Pension	Un-Exempted
EDLI	Un-Exempted
Address	144 A, 1ST FLOOR VIKAS NAGAR KANPUR, 3A/7 AZAD NAGAR, KANPUR, Dist: KANPUR NAGAR, State: UTTAR PRADESH, Pin: 208024
PF Office	KANPUR [KNP]

Online Services	
No. Of Pending Transfer Claims	-
Oldest Claim Pending Since	-

Click on <<View Registered DSC>>

Apps Axis Bank Internet Ba

**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512  
Est. Id: UPKNP0029908000  
Name : U.P. POORVA SAINIK K...

employerfeedback@epfindia.gov.in  
Logout

Thur Sep 28, 2017 (SV 1.1.19)

Home Member Establishment Payments Dashboards User Admin Online Services

E-Sign/Digital Signature Registration

**View Registered DSC** View Registered E-Sign

Digital Signature Registration

Three Active or Pending for approval Digital Signature Certificate has already been registered.  
If you wish to change already registered signatory, first revoke signature and register a New Digital Signature Certificate.  
Click here to view : [Available Digital Signatures](#)

e-Sign Registration

Click [here](#) to register eSign, of a person whose DSC is already registered  
All below details should be as per Aadhaar  
To Generate OTP, mobile should be linked with Aadhaar

Aadhaar\*:

Please click on <<Register E-Sign>> against the authorized signatory

Apps Axis Bank Internet Ba

**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512  
Est. Id: UPKNP0029908000  
Name : U.P. POORVA SAINIK K...

employerfeedback@epfindia.gov.in  
Logout

Thur Sep 28, 2017 (SV 1.1.19)



Home Member Establishment Payments Dashboards User Admin Online Services

Registered E-Sign/Digital Signature

E-Sign/Digital Signature Registration

Authorized Signatory List

--- Select Status --- Search Cancel

SN	Name	Designation	Mobile	Effective Date		Signature Status	View	Submitted On	Generate/View Letter		Register E-Sign
				From	Till				Request Letter	Revoke Letter	
1	HARSH VARDHAN KAUSHIK	AGM	7860030478	16-AUG-2013	16-AUG-2015	ACTIVE	1	12-SEP-2013	N/A	Revoke	
2	RAMENDRA MATHUR	AGM(OPS)	7860030478	06-OCT-2014	06-OCT-2016	ACTIVE	1	09-OCT-2014	N/A	Revoke	
3	RAMENDRA MATHUR	AGM(OPS)	7860030478	06-OCT-2014	06-OCT-2016	AUTO REJECTED APPROVED CASE	1	09-OCT-2014	N/A	N/A	Only for active DSC
4	RAMENDRA MATHUR	AGM	7860030478	05-OCT-2016	05-OCT-2018	PENDING	1	07-OCT-2016	Request	Revoke	Only for active DSC

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Please provide the aadhar details and click on <<Generate OTP>>

The screenshot shows the 'e-Sign Registration' page of the Employees' Provident Fund Organisation, India. The page has a header with the EPFO logo, name, and ministry, along with a welcome message and user details. A navigation bar includes links like Home, Member, Establishment, Payments, Dashboards, User, Admin, and Online Services. The main content area is titled 'e-Sign Registration' and contains a form with the following fields: Aadhaar\*, Name As Per Aadhaar\*, Designation\*, Gender\*, and DOB As Per Aadhaar\*. The Aadhaar field contains '63 10000000000000000000', Name contains 'HARSH KASHYAP KAUSHIK', Designation contains 'AGM', Gender contains 'Male', and DOB contains '01/01/1977'. Below the form are two buttons: 'Generate OTP' and 'Cancel'.

OTP will come to the mobile which is registered with Aadhaar (In case your mobile is not registered with Aadhaar please get it registered at UIDAI website). Please enter OTP and click on submit button.

The screenshot shows the 'e-Sign Registration' page after the OTP has been generated. A green message box at the top states 'OTP is sent successfully'. The form fields are the same as in the previous screenshot, but the 'Generate OTP' button has been replaced by a 'Submit' button. The 'Cancel' button remains. The 'Aadhaar\*' field now contains '63 10000000000000000000', 'Name As Per Aadhaar\*' contains 'HARSH KASHYAP KAUSHIK', 'Designation\*' contains 'AGM', 'Gender\*' contains 'Male', and 'DOB As Per Aadhaar\*' contains '01/01/1977'. The 'OTP\*' field is empty and has a masked input type.

Now E-Sign is registered successfully.

Apps Axis Bank Internet B...

**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512  
Est. Id: UPKNP0029908000  
Name : U.P. POORVA SAINIK K...

employerfeedback@epfindia.gov.in  
Logout  
E-Sign/Digital Signat...  
Thu Sep 28, 2017 (SV 1.1.19)

Home Member Establishment Payments Dashboards User Admin Online Services

1 eSign Registered Successfully.

--- Select Status --- Search Cancel

SN	Aadhar	Name As Per Aadhaar	Designation	Gender	Dob	Status	Submitted On	Generate/View Letter	
								Request Letter	Revoke Letter
1	572200005685	a/j...	AD	Male	20-08-1993	REVOKED	04-SEP-2017		
2	572200005685	a/j...	ad	Male	20-08-1993	REVOKED	04-SEP-2017		
3	316900001498	NE...	AD	Male	1...	REVOKED	19-SEP-2017		
4	631800009749	HA...	DD	Male	0...	REVOKED	21-SEP-2017		
5	631800009749	HA...	AGM	Male	0...	ACTIVE	28-SEP-2017	N/A	

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## 2. Registration of E-sign for authoized signatory whose DSC is not available.

Please login to Employer Interface of Unified Portal thourgh following URL

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

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

Apps Axis Bank Internet B...

Government of India Technical Help : 18001-18005 (Toll Free) -Timing : 9:15 AM to 5:45 PM Contact Us

**Employees' Provident Fund Organisation, India**  
Ministry of Labour & Employment, Government of India

**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**

uppskn512

\*\*\*\*\*

Sign in ✓ Reset

Forgot Password | Unlock Account

Employer Sign In

Welcome Employers !!

Following frequently used services are available at

**Important Links**

Application for Employer Registration

**What's New**

The ECR format has been revised and it will be UAN based

Please go to Establishment>>DSC/E-SIGN

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Welcome: uppskn512  
Est. Id: UPKNP0029908000  
Name : U.P. POORVA SAINIK K...  
Logout  
Thurs Sep 28, 2017 (SV 1.1.19)

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Member Establishment Payments Dashboards User Admin Online Services

Alert's  
KYC seeded at the... available for approval after UAN allocation. Click here

What's New  
FORM 5A Data fields... if required, and print the Form again for submission to PF Office.

VIEW PROFILE  
EXEMPTED RETURNS  
CONTACT DETAILS  
EXEMPTED RETURNS  
CHANGE ADDRESS  
DSC/E-SIGN  
FORM-5A  
BRANCHES(FORM 2A)  
DOWNLOAD PDFS  
MEMBER LOCATION MAPPING  
DOWNLOAD F23

Employer Profile  
U.P. POORVA SAINIK KALYAN NIGAM LTD.  
Est. Id: UPKNP0029908000  
PF: Un-Exempted  
Pension: Un-Exempted  
EDLI: Un-Exempted  
Address: 144 A, 1ST FLOOR VIKAS NAGAR KANPUR, 3A/7 AZAD NAGAR, KANPUR, Dist: KANPUR NAGAR, State: UTTAR PRADESH, Pin: 208024  
PF Office: KANPUR [KNP]

Online Services  
No. Of Pending Transfer Claims: -  
Oldest Claim Pending Since: -

Quick Links

Please enter the details of Authorised Signatory and click on <<Generate OTP>>

Apps Axis Bank Internet B...

Welcome: uppskn512  
Est. Id: UPKNP0029908000  
Name : U.P. POORVA SAINIK K...  
Logout  
Thurs Sep 28, 2017 (SV 1.1.19)

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Member Establishment Payments Dashboards User Admin Online Services

e-Sign Registration

Click here to register eSign, of a person whose DSC is already registered.  
All below details should be as per Aadhaar  
To Generate OTP, mobile should be linked with Aadhaar

Aadhaar\*: 31000000000000000000  
Name As Per Aadhaar\*: NEERAJ K. SAINIK  
Designation\*: DDO  
Gender\*: Male  
DOB As Per Aadhaar\*: 15/09/1983

Generate OTP Cancel

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OTP will receive on the mobile which is registered with Aadhaar. Please enter the OTP and click on submit button.

**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA** already been registered, and register a New Digital Signature Certificate.  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512  
Est. Id: UPKNP0029908000  
Name: U.P. POORVA SAINIK K...

Thr Sep 28, 2017 (SV 1.1.19)

Home Member Establishment Payments Dashboards User Admin Online Services

### e-Sign Registration

OTP is sent successfully

Aadhaar\*: 31 [REDACTED]

Name As Per Aadhaar\*: N [REDACTED] R

Designation\*: D [REDACTED]

Gender\*: Male

DOB As Per Aadhaar\*: 13 [REDACTED]

OTP\*: [REDACTED]

Submit Cancel

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Please click on <<Request>> for generating request letter to EPFO

**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA** ESign/Digital Signature  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512  
Est. Id: UPKNP0029908000  
Name: U.P. POORVA SAINIK K...

Thr Sep 28, 2017 (SV 1.1.19)

Home Member Establishment Payments Dashboards User Admin Online Services

eSign Registered Successfully. Generate request letter to for activation process to be initiated.

--- Select Status --- Search Cancel


SN	Aadhar	Name As Per Aadhaar	Designation	Gender	Dob	Status	Submitted On	Generate/View Letter	
								Request Letter	Revoke Letter
1	572200005685	a [REDACTED]	AD	Male	2 [REDACTED] 1998	REVOKED	04-SEP-2017		
2	572200005685	a [REDACTED]	ad	Male	2 [REDACTED] 1998	REVOKED	04-SEP-2017		
3	316900001498	NE [REDACTED] R	AD	Male	1 [REDACTED] 1993	REVOKED	19-SEP-2017		
4	631800009749	HANSH WARDHAN KASHYAP	DD	Male	0 [REDACTED] 1997	REVOKED	21-SEP-2017		
5	631800009749	HANSH WARDHAN KASHYAP	AGM	Male	0 [REDACTED] 1997	ACTIVE	28-SEP-2017	N/A	Revoke
6	316900001498	NE [REDACTED] R	DEO	Male	1 [REDACTED] 1993	PENDING	28-SEP-2017	<b>Request</b>	Revoke

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Please click on PDF icon to print the request letter. Please submit the signed letter to concerned EPFO field office for approval. After approval of EPFO field office, authorized signatory can sign the documents using Aadhaar based e-Sign. In all the documents like PMRPY, KYC and registration of establishments both the option i.e. DSC and e-Sign will be available.


**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512  
 Est. Id: UPKNP0029908000  
 Name: U.P. POORVA SAINIK K...

employerfeedback@epfindia.gov.in  
 Logout  
 ESign/Digital Signature  
 Thu Sep 28, 2017 (SV 1:1:19)

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

eSign Registered Successfully. Generate request letter to for activation process to be initiated.

--- Select Status ---
 Search
Cancel

SN	Aadhar	Name As Per Aadhaar	Designation	Gender	Dob	Status	Submitted On	Generate/View Letter	
								Request Letter	Revoke Letter
1	57220005685	ajay kumar	AD	Male	28-09-1978	REVOKED	04-SEP-2017		
2	57220005685	ajay kumar	ad	Male	28-09-1978	REVOKED	04-SEP-2017		
3	31690001498	NIDHI BHAWAN	AD	Male	19-SEP-1973	REVOKED	19-SEP-2017		
4	63180009749	HANSHU SAINI KALYAN	DD	Male	01-09-1977	REVOKED	21-SEP-2017		
5	63180009749	HANSHU SAINI KALYAN	AGM	Male	01-09-1977	ACTIVE	28-SEP-2017	N/A	<button>Revoke</button>
6	31690001498	NIDHI BHAWAN	DEO	Male	15-SEP-1970	APPROVE REQUEST	28-SEP-2017		<button>Revoke</button>

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Apps
 viewPdf - Google Chrome

103.19445.12/epfo/digitalSignature/viewPdf?g=ydnpUr8xYwT8ucqAQbIBl55d%2BxMsFAZ9zwGw1bmAbe3%2BQvivrQ%2FE%2BM55WtQB...

Letter No: EA00140972
 Date: 28/09/2017

To be submitted on company letterhead in duplicate to Regional Provident Fund Commissioner, KANPUR

To,

Regional Provident Fund Commissioner, KANPUR  
 Nidhi Bhawan,  
 Sarvodaya Nagar,  
 Kanpur, UTTAR PRADESH  
 208005

Reference: **Establishment Code Number UPKNP0029908000**

Subject: **Submission of Authorized Signatory Information with respect to U.P. POORVA SAINIK KALYAN NIGAM LTD. for claim/returns related matters in EPFO-regarding.**

Sir,

The following official is hereby authorized to deal with all correspondences including attestation of claims/ returns/ kyc for U.P. POORVA SAINIK KALYAN NIGAM LTD. in connection with EPF matters. The specimen signature of the official are placed below in the prescribed space.

1. The Aadhaar details of the authorized signatory has been captured on the portal to eSign and forward claims/ returns / kyc to EPFO. Necessary action may kindly be taken to enable the eSign at your end.

Sl.No.	Aadhaar	Name as per Aadhaar	Designation	Specimen Signature
1	3169XXXX1498	NIDHI BHAWAN	DEO	1. _____ 2. _____

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## EPFO Field Office Activity

After getting request letter from employer, field office will verify the signature and login to FOINTERFACE through office login.


The screenshot shows the EPFO Field Office Profile page. The header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA", and a welcome message "Welcome KANPUR". The navigation bar has links for Home, Establishment, Online Services, OLRE, VDR, Dashboard, and Admin. The main content area is divided into two sections: "Alerts" and "What's New". The "What's New" section contains two messages: "FORM 5A Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office." and "Validity of challan for online payments through internet is 12 days." The right sidebar displays the "Field Office Profile" with the following details:


Office Code	KNP
Office Name	KANPUR
Region Name	UP - KANPUR
Address	Nidhi Bhawan, Sarvodaya Nagar,
City	Kanpur
Pin	208005
Telephone No.	0512-2215644
E-mail	RO.KANPUR@EPFINDIA.GOV.IN

Go to Establishment>>Approve E-SIGN

The screenshot shows the EPFO Field Office Profile page with the "Approve E-SIGN" option highlighted in the "Establishment" dropdown menu. The header and navigation bar are the same as in the previous screenshot. The "Establishment" dropdown menu is open, showing the following options: "BLOCK ESTABLISHMENT", "APPROVE LOGIN CREDENTIAL REQUEST", "APPROVE DSC", "POSTED LOCATION MAPPING", and "APPROVE E-SIGN". The "Approve E-SIGN" option is circled in blue. The "What's New" section and the "Field Office Profile" sidebar are also visible.

Enter Est ID for which request letter is received and click on <<Search>> button. Select the relevant record and click on <<Approve>>.

**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome KANPUR |  | [fofeedback@epfindia.gov.in](mailto:fofeedback@epfindia.gov.in)  
Language : Hindi | English | [Logout](#)

Home Establishment Online Services OLRE VDR Dashboard Admin


Search

Est Id

Status

Search Cancel

Signatory List

SN		Establishment ID	Name as per Aadhaar	Aadhaar	Designation	Gender	DOB	eSign Status	Submitted On	Approval Letter
1	<input checked="" type="checkbox"/>	UPKNP0029908000	NEERAJ KUMAR	316000174408	DE	Male	15-09-1983	APPROVE REQUEST	28-SEP-2017	

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Approve