



KEEPHUMAN MANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services



UAN
Universal Account Number

NEW EMPLOYEE'S UAN GENERATION PROCESS

This presentation has been developed by Keephuman Management Pvt Ltd 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).



KEEPHUMAN MANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

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



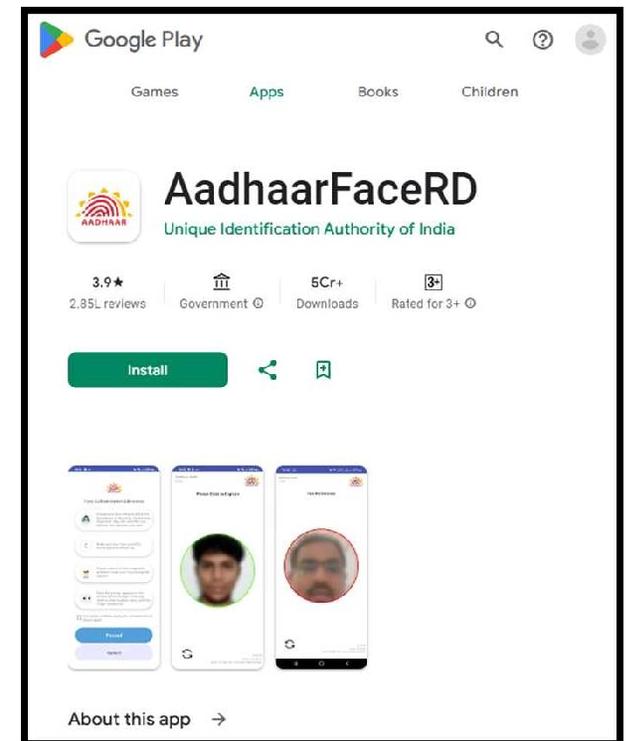
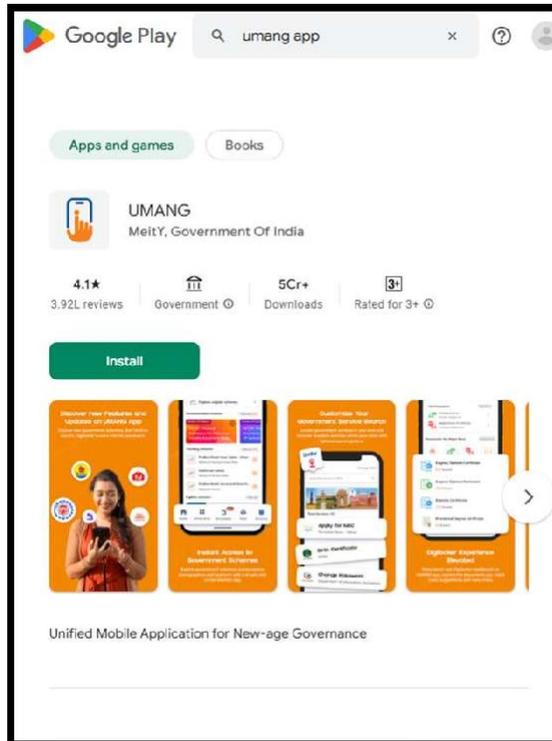
KEEPHUMAN MANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

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





KEEPHUMAN MANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

DOWNLOAD G 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

UMANG THE SPIRIT OF NEW INDIA

Welcome back to your UMANG account!

Mobile Number

Enter your Mobile Number

MPIN

Enter your MPIN

Forgot MPIN?

Login

Login with OTP

New on UMANG? Register here

or Login/Register with

MeriPehchaan

MeriPehchaan - National Single Sign-On- One citizen login for accessing multiple public services from various departments.

UMANG THE SPIRIT OF NEW INDIA

Let's start by verifying your mobile number

We will send an OTP on this number for verification

Mobile Number

Enter your Mobile Number

Remember, this mobile number will be used for log in

Select State/UT

Tamil Nadu

I agree to the terms and conditions of the End-user license agreement(EULA)

Register

Already have an account? Login here



KEEPMANAGEMENT PVT. LTD.

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

NEW UAN GENERATION VIA UMANG

Step 3: Access EPFO Services

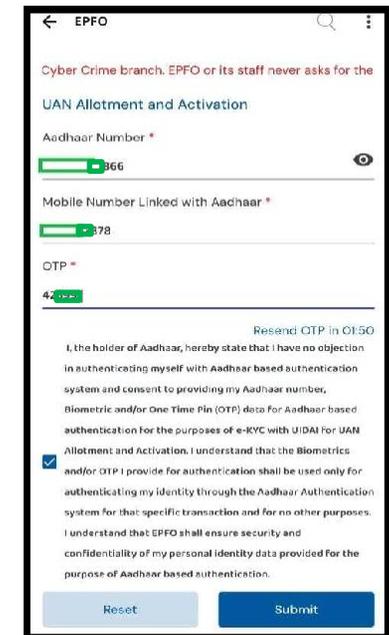
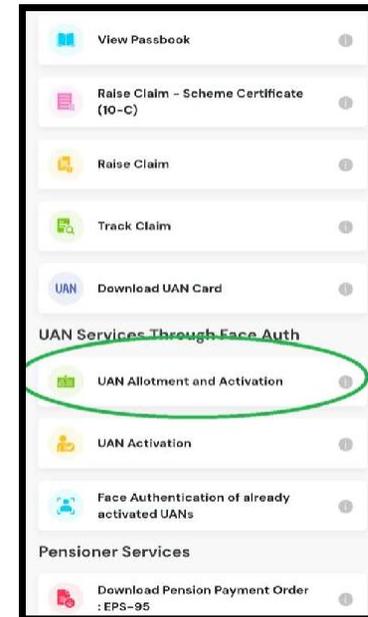
- On UMANG home screen, tap “All Services”
- Select “EPFO” from the list

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





KEEPPHUMAN MANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

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.



KEEPMANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

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



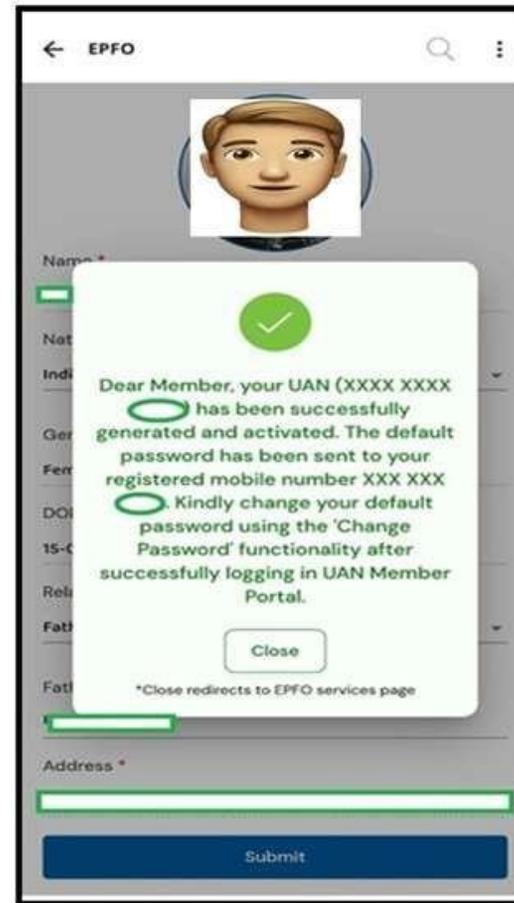
KEEPMANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

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





KEEPHUMAN MANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

UAN ACTIVATION PROCESS

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

Step G: 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.)



KEEPHUMAN MANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

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



KEEPHUMAN MANAGEMENT PVT. LTD.[®]

Comprehensive labour laws statutory compliances, contract staffing, complete HR Solutions & Industrial Manpower Supply Services

Note: "Please share the UAN details with the HR department and the consultant for challan preparation."

THANK YOU!