

Process flow for creation and use of multiple logins to facilitate employers to verify and attest various returns online using more than one resource

To facilitate the employers to work online through multiple login facility, a functionality has been developed and has been activated on the Online Transfer Claim Portal for employers to carry out various activities related to UAN. For the purpose, it has been envisaged to carry out the work through two roles:

- (i) Main User
- (ii) Verifier User

The “Verifier User” would carry out the task of feeding of details, wherever required, verify and submit the same to the “Main User”. The “Main User” would attest the verified tasks using his Digital Signature Certificates registered with EPFO.

The functionality provided consists of three parts:

- 1) Creation and management of multiple “Verifier Users” from the main OTCP login of the establishment.
- 2) Login as “Verifier User” to verify pending transactions. More than one “Verifier User” can simultaneously login to the portal and complete pending transactions.
- 3) Login as “Main User” to attest all verified tasks submitted by various verifier users. **Only one** “Main User” can login to the portal and attest the transactions.

Part 1: Creation and management of multiple “Verifier Users” from the main OTCP login of the establishment

An employer has been given a facility to create “Verifier Users”. The “Verifier User” can add missing information of the employee such as date of birth, date of joining, date of exit, name of father/ spouse, flag of relationship i.e. father/spouse, if information is not available in our database and verify Nomination Forms of the employees. For this purpose, sub-menu options i.e. “CREATE NEW VERIFIER” and “EDIT VERIFIER USER” have been provided to create user and to change the verifier details respectively under the “USERS” menu option in the Online Transfer Claim Portal (OTCP). The detailed process is explained below:

- Please click the Online Transfer Claim Portal (For Employers) at Homepage of EPFO website. Following screen will appear.



- Please enter the User name and password for OTCP portal in the EMPLOYER'S LOGIN. **(Here it must noted that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only).** After login, the following screen would appear:



- Choose "USERS" menu option and then select the sub-menu option "CREATE NEW VERIFIER USER" for creating new User.

Employees' Provident Fund Organisation, India
 (A statutory body under Ministry of Labour and Employment, Government of India)

ONLINE TRANSFER CLAIM PORTAL

HOME | DIGITAL CERTIFICATE | INDIVIDUAL CLAIMS | UAN | KYC | PROFILE | USERS | NOMINATIONS | MISC | LOGOUT

WELCOME : DSNHP0002250000
 ESTD. DT: 04/04/1952

Create Verifier User for Multiple Logins

Name of authorised user:

Designation:

Mobile Number:

Username:

Password:

*Password should be alphanumeric, have minimum 1 special character and 8 to 15 characters long (Special characters are one of ! @ # \$ % ^ & *)

Location:

Date valid From:

Date valid To:

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2013, System powered by TCE and YSP.

- Please enter the detail of verifier such as name of authorized user, designation, mobile number, username and password, location from where the verifier is created and “from” and “to” date of validation for the period of validity assigned to “Verifier User”. Click on “Create new User” button.

The page at employerclaimstest.epfoservices.in says:

Are you sure you want to create a new user?

WELCOME : DSNHP0002250000
 ESTD. DT: 04/04/1952

Create New User

Create new user for verifying nomination forms

Name of authorised user:

Designation:

Mobile Number:

Username:

Password:

*Password should be alphanumeric, have minimum 1 special character and 8 to 15 characters long (Special characters are one of ! @ # \$ % ^ & *)

Location:

Date valid From:

Date valid To:

- Then click on “OK” button, if employer is satisfied with the detail information which is given for the verifier otherwise click on “Cancel” button.



- On clicking “OK” button, the message “New Verification User Created” would appear.
- There is also a facility given to employer to edit the details of verifier by clicking on “EDIT VERIFIER USER” option to make changes i.e. username and password etc. On clicking “EDIT VERIFIER USER”, the employer can see all the details of verifier as in the screen below.



- To make changes, click on “Edit” button.

Part 2: Login as verifier user to verify pending transactions

(IMPORTANT: More than one verifier user can simultaneously login to the portal and complete pending transactions.)

- Please enter the User Name and Password of “Verifier User” created by Employer on OTCP.

The screenshot shows the login page for the Employees' Provident Fund Organisation, India. The page is titled "ONLINE TRANSFER CLAIM PORTAL" and features two login sections: "EMPLOYERS LOGIN" and "VERIFIER LOGIN". The "VERIFIER LOGIN" section has a red arrow pointing to the "USER NAME" input field. The "INSTRUCTIONS" section provides details for employers and verifiers, including a link to the "Central J. Commissioner's Message for Employers" and a list of features like viewing transfer requests and approving claims.

Employees' Provident Fund Organisation, India
(A statutory body under Ministry of Labour and Employment, Government of India)

ONLINE TRANSFER CLAIM PORTAL

EMPLOYERS LOGIN

USER NAME

PASSWORD

[Forgot password?](#)

VERIFIER LOGIN

USER NAME

PASSWORD

INSTRUCTIONS

Dear Employers !!

[Central J. Commissioner's Message for Employers](#)

EPFO introduces a new system to facilitate online submission of transfer claims by Members with an objective to make the transfer process transparent, efficient and comfortable for your employees. You are urged to bring this facility to the notice of all your employees which is available on EPFO's Member portal. A member has an option to submit his claim either through his present employer or the previous one.

You can see all such claim requests with ease, verify/correct member details, approve and submit the requests online through this portal. For online submission of the claims, the Digital signature (Class II or above) of the authorized person is required.

User name and password for this portal is same which is used in ECR portal by the establishments and accordingly may be used with high objects.

For Logging in as verifier, Please first create required number of users from main [Employer] login.

- View transfer requests from members.
- No need to send claim papers to EPF Office.
- Required number of verifier users and upto 3 authorized signatories can use the facility to verify and approve claim requests. Kyc details and nominations.

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2013, System powered by TCS and VSP.

- After entering the user name and password, the user will be directed to the “Home” page.

The screenshot shows the Home page of the Employees' Provident Fund Organisation, India Online Transfer Claim Portal. The page displays the user's login status and provides navigation options. The user is logged in as a Verifier User for the establishment HEATLY AND GRESHAM INDIA LT. The page lists two options for the user to use: Verify Add Missing Information under KYC and Verify Nomination Forms under Nominations.

Employees' Provident Fund Organisation, India
(A statutory body under Ministry of Labour and Employment, Government of India)

ONLINE TRANSFER CLAIM PORTAL

[HOME](#) [NOMINATIONS](#) [KYC](#) [CHANGE PASSWORD](#) [LOGOUT](#)

WELCOME, VERIFIER USER
(DETAIL TO THE RIGHT) | SHOW/PRINT/PRINTING

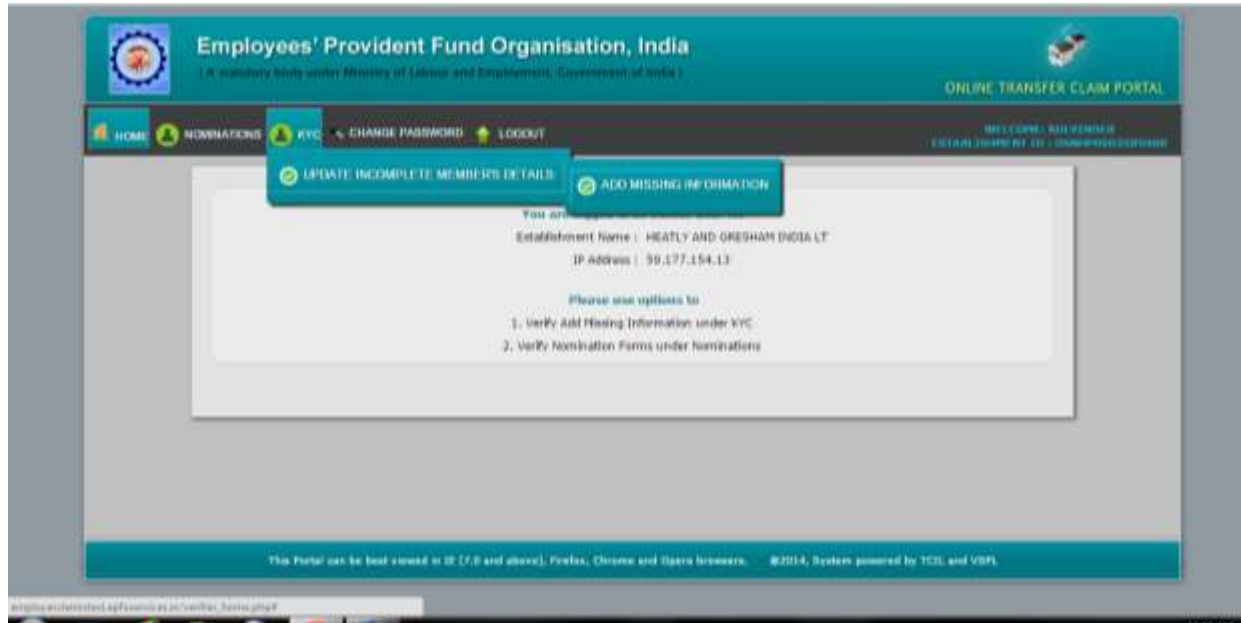
You are logged in as Verifier User for
Establishment Name : HEATLY AND GRESHAM INDIA LT
IP Address : 59.177.154.13

Please use options to

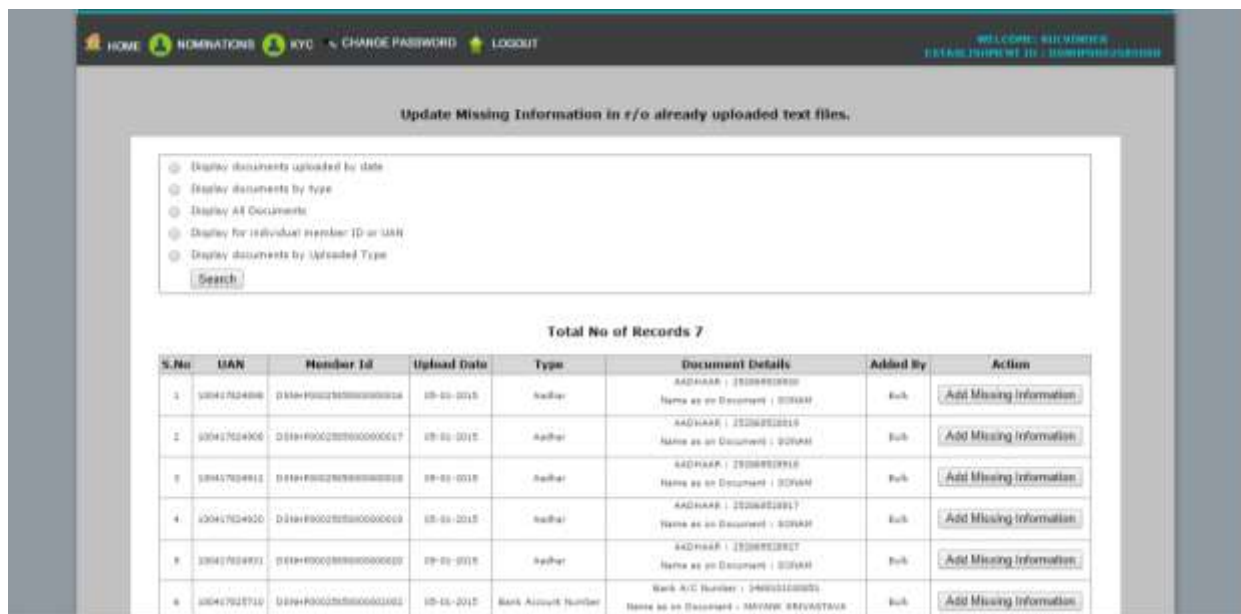
1. Verify Add Missing Information under KYC
2. Verify Nomination Forms under Nominations

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2014, System powered by TCS and VSP.

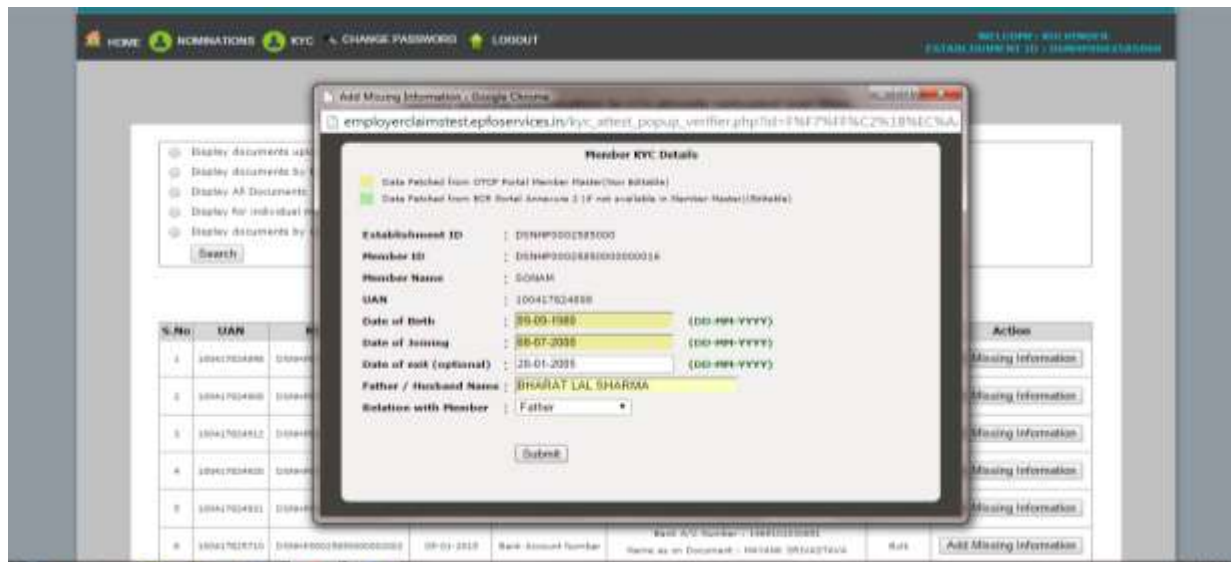
- There are menu options namely “NOMINATIONS” and “KYC”. To enter the missing details of the members, please click on menu option “KYC” and thereafter “UPDATE INCOMPLETE MEMBER DETAILS”.



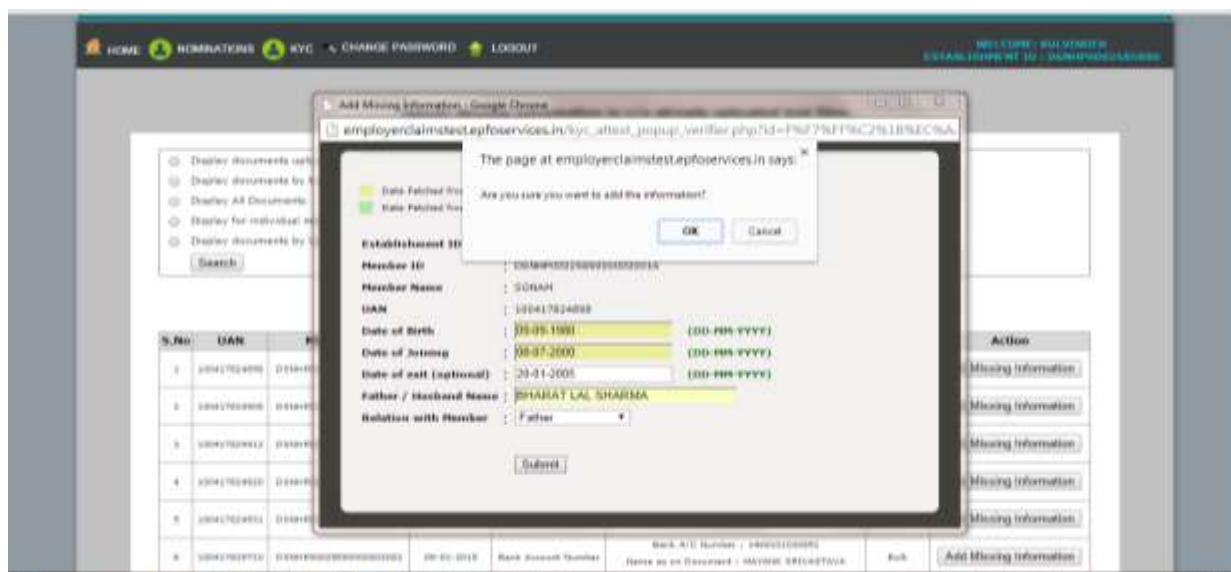
- Please click on “ADD MISSING INFORMATION” menu option to look into the list of the employees with missing details.



- Please click on “Add Missing Information” against each member to see the specific details such as employee Member ID, Name, UAN, Date of Birth, Date of Joining, Date of Exit, Father/Husband name and Relation with Member detail.



- The details in box format have been extracted from Annexure-II and are editable. These details can be edited by the verifier, if required. After completing the details, click on “Submit” button to submit the details of an employee to the “Main User” in OTCF.



- If a verifier is satisfied by filling up all the details of the employee, then click on “OK” button, otherwise on “Cancel” button.

Update Missing Information in r/o already uploaded text files.

Display documents updated by date
 Display documents by type
 Display All Documents
 Display for individual member ID or UAN
 Display documents by uploaded type

Total No of Records 6

S.No	UAN	Member Id	Upload Date	Type	Document Details	Added By	Action
1	02841704990	0284170002830000000007	05-01-2019	Adhar	KADHAR : 2228522219 Name as on Document : SODHAR	8-45	<input type="button" value="Add Missing Information"/>
2	02841704912	0284170002830000000018	05-01-2019	Adhar	KADHAR : 2228522219 Name as on Document : SODHAR	8-45	<input type="button" value="Add Missing Information"/>
3	02841704933	0284170002830000000019	05-01-2019	Adhar	KADHAR : 2228522219 Name as on Document : SODHAR	8-45	<input type="button" value="Add Missing Information"/>
4	02841704933	0284170002830000000019	05-01-2019	Adhar	KADHAR : 2228522219 Name as on Document : SODHAR	8-45	<input type="button" value="Add Missing Information"/>
5	02841704933	0284170002830000000019	05-01-2019	Bank Account Number	Bank A/C Number : 14612000001 Name as on Document : HEATLY AND GRESAM INDIA LT	8-45	<input type="button" value="Add Missing Information"/>
6	02841704933	0284170002830000000019	05-01-2019	Bank Account Number	Bank A/C Number : 2020007312 Name as on Document : TRAIIBSR AHISEC ABL001	8-45	<input type="button" value="Add Missing Information"/>

- The same procedure should be repeated to fill in the missing details of other employees, if required.
- The facility to verify nominations filed by members online through UAN member e-sewa portal can also be availed under multiple log-in facility.

Employees' Provident Fund Organisation, India
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ONLINE TRANSFER CLAIM PORTAL

VERIFY NOMINATION FORM

VIEW HISTORY

You are logged in as Verifier User for
Establishment Name : HEATLY AND GRESAM INDIA LT
IP Address : 59.177.154.13

Please use options to

1. Verify Add Missing Information under KYC
2. Verify Nomination Forms under Nominations

The Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2014, System powered by TCS and VSPL.

IMPORTANT POINTS TO BE NOTED:

- (i) This part has been provided only to fill in the missing details and verification at initial level. This is only submission of details to the “Main User” for verification with his Digital Signature Certificate (DSC) registered with EPFO.
- (ii) Distribution of records to be verified by different verifier users to be controlled manually.
- (iii) Other functionalities may be added in due course on the verifier page.

Part 3: Login as “Main User” to attest all verified tasks submitted by various “Verifier User”

The tasks submitted by the “Verifier User” are to be approved by the “Main User”. It is reiterated that **Only one** “Main User” can login to the portal and complete pending transactions. Also “Main User” can also be used to verify tasks as was before the introduction of multiple log-in facility. The task can be carried out as explained below:

- Please click the Online Transfer Claim Portal (For Employers) at Homepage of EPFO website. Following screen will appear.

The screenshot shows the EPFO Online Transfer Claim Portal (OTCP) login page. The header includes the EPFO logo and the text "Employees' Provident Fund Organisation, India" and "ONLINE TRANSFER CLAIM PORTAL". Below the header, there are two main sections: "EMPLOYER'S LOGIN" and "VERIFIER LOGIN". The "EMPLOYER'S LOGIN" section contains fields for "USER NAME" and "PASSWORD", a "Sign In" button, and a "Forgot password?" link. The "VERIFIER LOGIN" section contains fields for "USER NAME" and "PASSWORD", and a "Sign In" button. To the right of these sections is an "INSTRUCTIONS" box with text for employers and verifiers. A black arrow points from the "EMPLOYER'S LOGIN" section towards the text in the "INSTRUCTIONS" box.

- Please enter the User name and password for OTCP portal in the EMPLOYER'S LOGIN. **(Here it must noted that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only).** After login, the following screen would appear:

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ONLINE TRANSFER CLAIM PORTAL

HOME | DIGITAL CERTIFICATE | INDIVIDUAL CLAIMS | UAN | KYC | PROFILE | USERS | NOMINATIONS | MISC | LOGOUT

KYC File - Approve/Reject

* Please check the KYC pdf file, if it is blank, kindly upload the KYC text file again.

S.NO.	Tracking Id	Date & Time	Signed KYC File *	Action
1	1051501000370	04-01-2015 10:05:53	 KYC	Approve Reject
2	1051501000368	03-01-2015 17:03:53	 KYC	Approve Reject
3	1051501000367	03-01-2015 14:23:22	 KYC	Approve Reject
4	1051501000366	03-01-2015 14:17:10	 KYC	Approve Reject
5	1051501000365	03-01-2015 13:23:09	 KYC	Approve Reject

- The “Main User” can view the Member’s KYC details such as Member ID, UAN, KYC Document Type, Employee Name, Gender, Date of Birth, Date of Joining, Date of Exit Name of father/spouse etc. by clicking on PDF icon, which is placed in the “Signed KYC File” column. On clicking the PDF icon, the following screen would appear:

EMPLOYEES' PROVIDENT FUND ORGANISATION, DELHSOUTH
 (KYC details given in text file)

ESTABLISHMENT ID : DSNHP0002585000
 NAME OF ESTABLISHMENT : HEATLY AND GRESHAM INDIA LT
 KYC Tracking ID : 1051501000370

Employer E-Sewa
 KYC UPLOADED 06/01/2015 10:05:50

MEMBERS' KYC DETAILS

S. No.	Member ID	UAN	Document Type/ Number	Employee Name/ Gender	Document Expiry Date	Edu. Qual.Flag	PH Flag & Category	International Worker	Marital Status	DOB	DOJ & DOE	Father/Spouse Name
1	0000012	100417824851	AADHAAR 252869528923	SONAMF		I	N	N	M	09/09/1960	DOJ:06/07/1990 DOE:05/01/2015	KAMAL SINGH (F)

NOTE: I understand that submission of KYC details in respect of every member has financial implications and constitutes a fiduciary responsibility on me. I certify, therefore, the KYC details seeded against UAN/Member ID's with EPFO are correct and relevant document have been retained for future reference and verification.

- As the “Main User” has to attest the details using his Digital Signature Certificates (DSC), he should satisfy himself with the details before approving it.



- Please click on the “approve” button if the employer is satisfied with the KYC details of his employees, otherwise click on “Reject” button in the “Action” column.
- After selecting the option, the task has to be approved by authorized signatory using his Digital Signature Certificate (DSC).

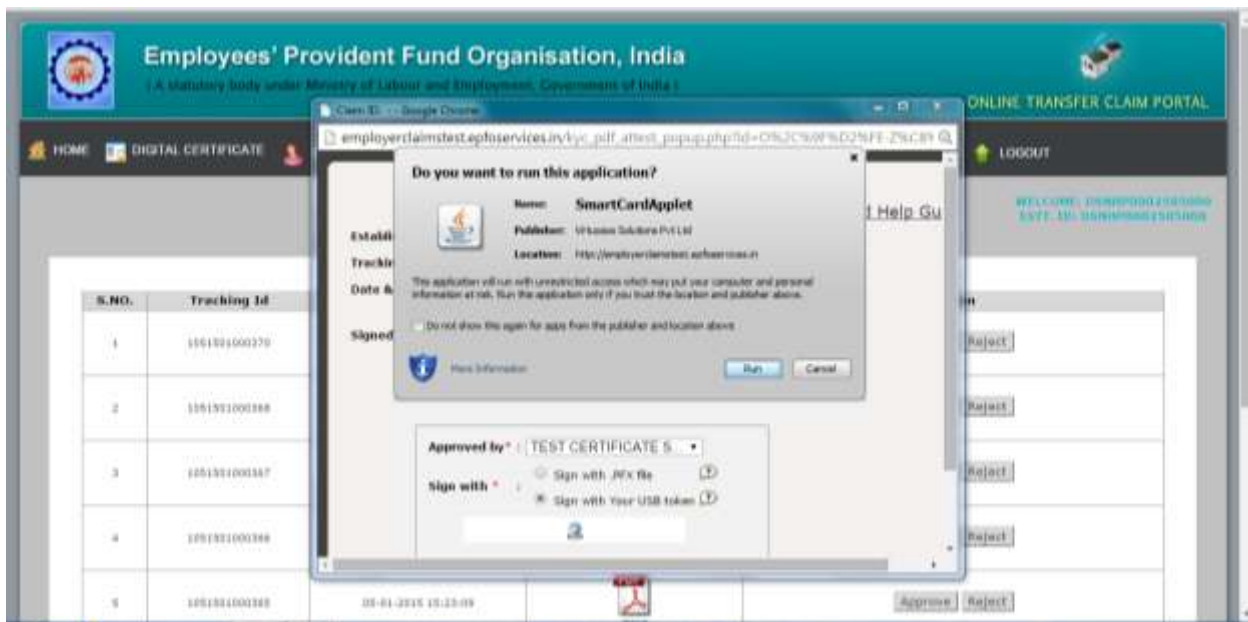


- On clicking the “Select Signatory”, the list of all authorized signatories of the establishment would be available and the authorized signatory has to select his name. Thereafter the option to sign with .PFX or USB token is to be selected depending upon

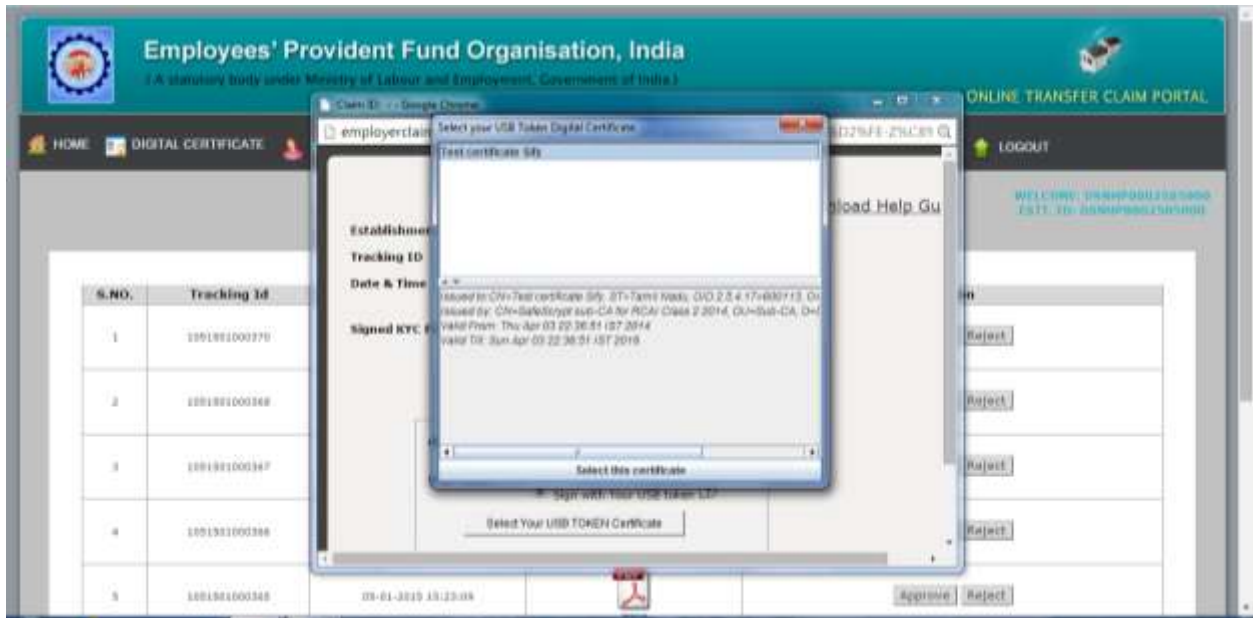
the type of Digital Signature Certificate registered with EPFO in respect of the authorized signatory.



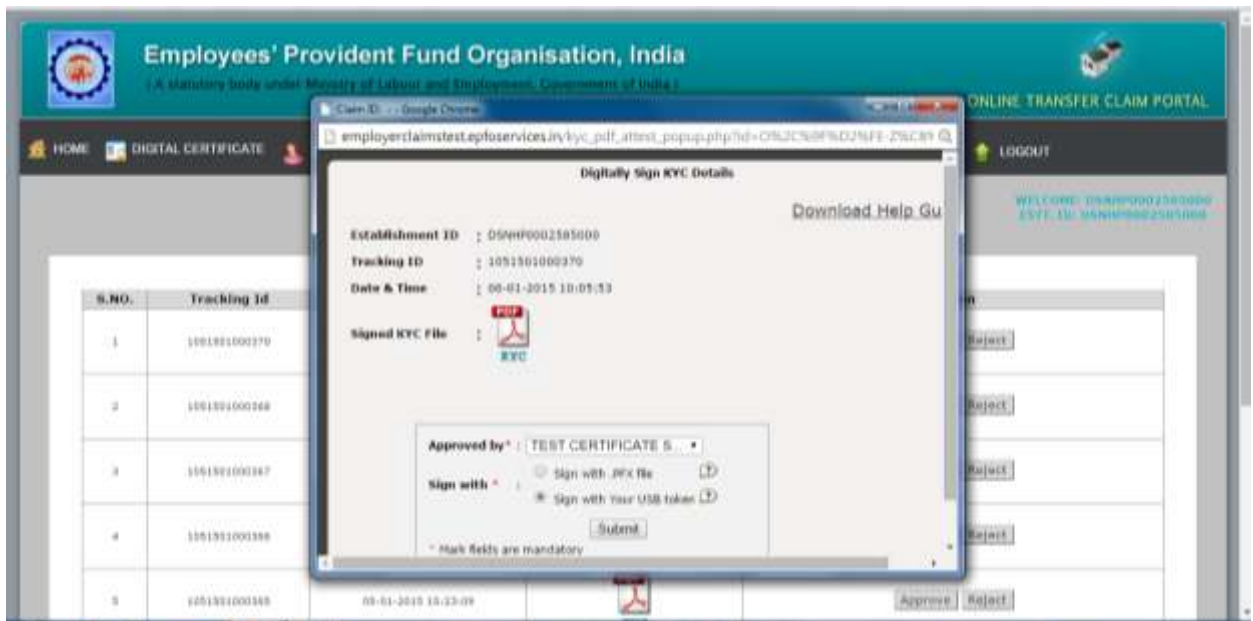
➤ Click on “Select Your USB Token Certificate”.



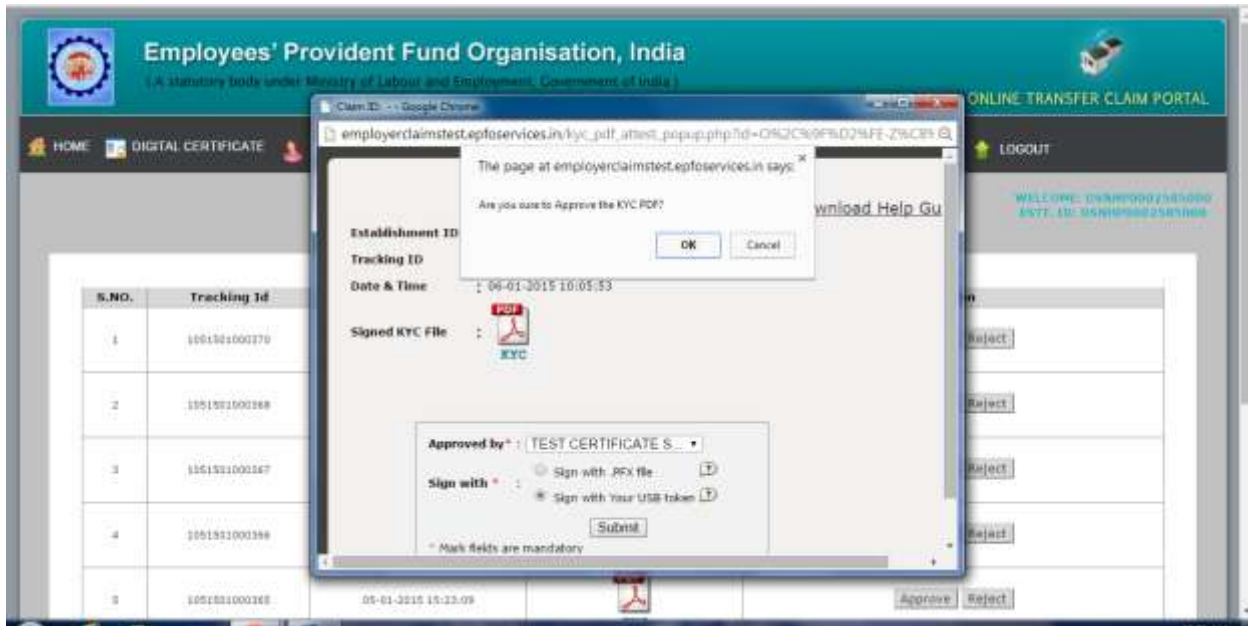
➤ Click on the “Run” Button.



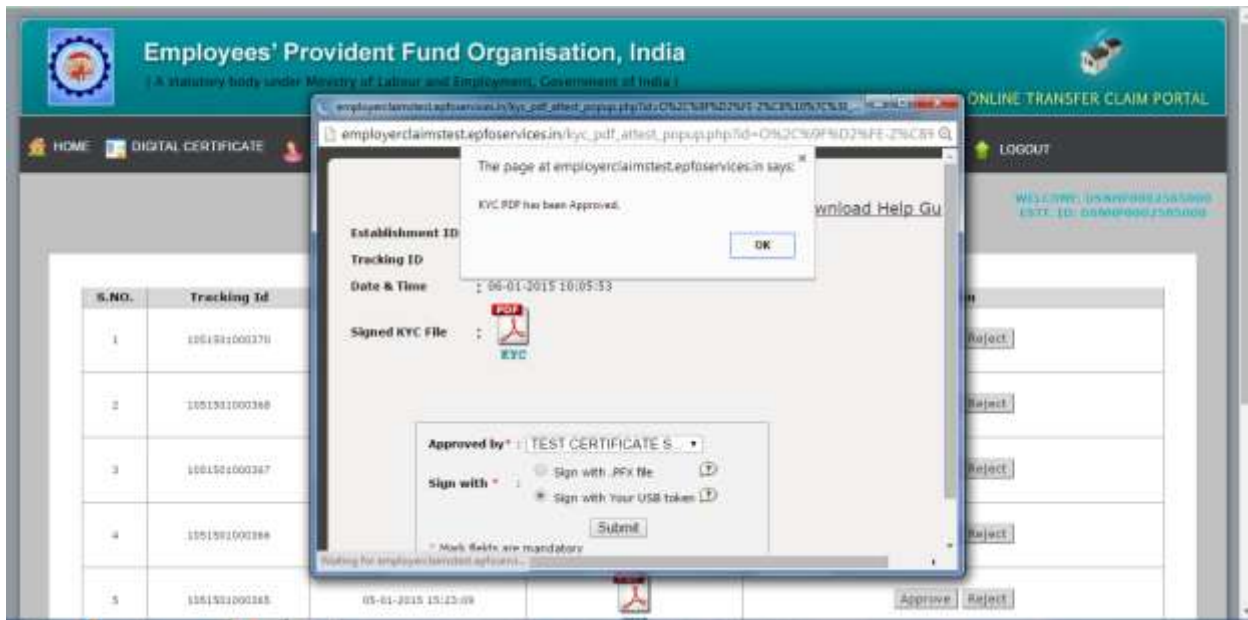
➤ Please select the certificate.



Please click on "submit" button.



- Please click on “OK” button, if satisfied with the details in KYC PDF.



- The message “KYC PDF has been approved” appears. Please click on “OK” button to proceed further for other PDF files.