

Digital verification of the Online Nomination Form of the Member by Employer

- The Online Nomination Form filed by Member has to be digitally verified by the employer on the Employer Portal.
- The Employer has to login on the OTCP portal.

EMPLOYERS LOGIN

USER NAME

PASSWORD

[Sign In](#)

[Forgot password ?](#)

VERIFIER LOGIN

USER NAME

PASSWORD

[Sign In](#)

INSTRUCTIONS

Dear Employers !!

[Central P.F 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 FCR portal by the establishments and accordingly may be used with high diligence.

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 authorised signatories can use the facility to verify and approve claim requests. Kyc details and nominations

- On logging in, the following screen would appear.

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

How we see you

WELCOME: DSNHP0002585000
ESTT. ID: DSNHP0002585000

Name and Address of your establishment

Establishment Name : HEATLY AND GRESHAM INDIA LT
Address : E-47/4,O.I.A.PH-II NEW DELHIS. DELHI/ N.P.2
Office of EPFO where your establishment is registered : DELHISOUTH

Claims Summary

Total No. Of Individual Claims Pending : 0
Total No. Of Bulk Claims Pending : 0

Authorized Signatories

Signatory Name : TEST CERTIFICATE SIFY
Designation : SR ENGINEER
Valid Upto : 03-04-2016

- Please click on the '**NOMINATIONS**' Link. The following screen will appear.

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: DSNHP0002585000
ESTT. ID: DSNHP0002585000

Approve/ Reject Member Nominations

Select a range of Members to display the nomination forms.
Please enter only numeric part of member ID (last 7 digits)
To display a single member nomination, enter the same member ID in the To and From boxes.
(please note that 50 records can be displayed in one attempt.)

From Member Id : To Member Id:

S.No	UAN	Member ID (DSNHP0002585000)	Member Name	Nomination Form	Form Submitted On	Verification Status	Select for Verification & Approval/Rejection
1	100187156638	0000750	Ram sharan		09-07-2015 17:16	Not Verified	<input type="checkbox"/>

- On receipt of signed hard copy of the Nomination Form from the member and after verifying the signature and details on the signed copy, the employer may select a particular pdf file pending for approval/rejection. (In case of bulk approval or rejection, the employer can enter **“From Member Id” – “To Member Id”** and press **“Search”**).
- On selecting the file through radio button in the last column **“Select for Verification & Approval/Rejection”**, the following screen will appear.


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

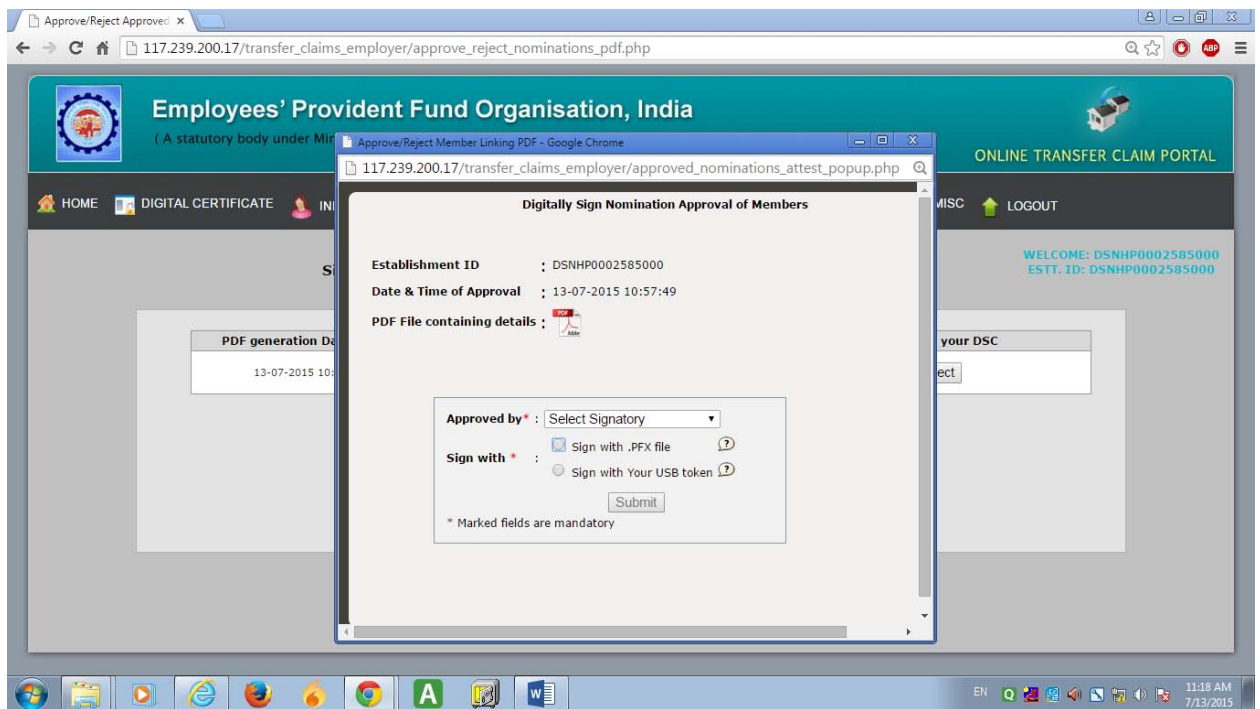
WELCOME: DSNHP0002585000
ESTT. ID: DSNHP0002585000

Sign the Approval of nomination form with your DSC

PDF generation Date & Time	Details of Nomination being Approved	Approve/Reject using your DSC
13-07-2015 10:57:49		<input type="button" value="Approve"/> <input type="button" value="Reject"/>

- The employer may open & save the PDF file for its verification and record.
- After satisfying himself with the genuineness of the nomination form, the employer may approve or reject the case.

- On selecting the option for approval/rejection, the following dialog box will appear.



- The employer thereafter follow the process of digital verification of the nomination form using his digital signatures registered with EPFO.
- The signed copy of the nomination form should be kept for record and future reference.