

Joint Option Procedure

Before exercising joint option, EPS members need to ensure that

- Their Aadhaar, Mobile number and PAN are linked with UAN and E nomination is done.

STEP 1

Visit the EPF member home page through the following link

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

Enter the UAN and password in the respective fields. If the message coming is password expired change the password.

(This is the preliminary procedure)

STEP 2

For exercising joint option visit the link given below

<https://unifiedportal-mem.epfindia.gov.in/memberInterfacePohw/>

Select **“exercise of joint option for the employees who were in service prior to 01.09.2014 and continued to be in service on or after 01.09.2014 but could not exercise joint option under erstwhile proviso to Para 11 (3) of EPS 1995”**. Click on the click here space.

Then enter the UAN, Date of Birth, Aadhaar, Aadhaar linked mobile number and the Capcha provided on the respective fields. Tick the dialogue box and finally click on get OTP.

Enter the received OTP on the field provided, you will log on to the site for exercising joint option.

You can see the UAN details, Service details and Member details prefilled in the corresponding fields.

STEP 3

In the field marked Joint option & contribution details, you need to answer **four** questions.

1) If your date of joining is prior to 01.06.2001 click **YES** as answer to the first question otherwise click **NO**.

If you clicked Yes supporting document is to be uploaded (Permission in lieu of 26 (6)).

2) Click **Yes** to the second question and upload permission in lieu of 26 (6).

3) If you have sufficient balance in PF account click **Yes** to the third question and upload relevant Pages of passbook/salary slip as documentary proof. If insufficient balance in your PF account click **No**

4) Those who clicked **Yes** to the third question should click **No** to the last question and those who clicked **No** to the third question should click **Yes** to the last question. If your answer is **Yes** to the last question you have to upload an undertaking stating that you are ready to deposit the contributions along with interest due till date of payment through HFL to EPFO.

After this the members can either **submit** the joint option or save it as draft. The option process will be completed once you **submit** it.

*** Ensure that the documents to be uploaded are PDF files of size less than 250 KB**