

Process flow for verification of member details in respect of claims submitted by ex-employees through his present employer

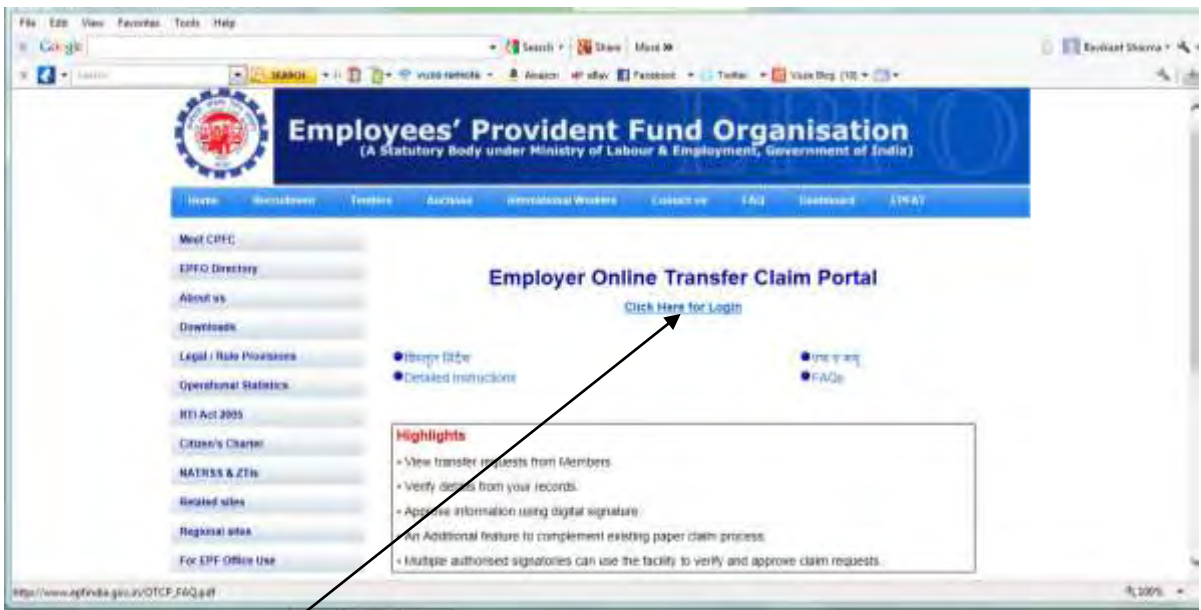
If the member has opted for the present employer for attestation of claim and the member details are not available in EPFO database, a pending task would be generated in the log-in of the previous employer on portal for verification of the member details (pertaining to previous establishment) entered by the member in the claim application form. The verification of such details is required to be done by the previous employer by using his Digital Signature Certificate (DSC).

IMPORTANT: In case the claim has been submitted “THROUGH THE PRESENT EMPLOYER”, the member would submit the signed copy of the online claim form “ONLY TO THE PRESENT EMPLOYER”. There is no need for the member to submit any signed copy to the previous employer in this case as the claim is not attested by the previous employer. The task for the previous employer is only to verify/ edit the member details in respect of previous employment of Member [Earlier this information was furnished through Form - 5/10 and is now furnished through Electronic Challan cum Return (ECR)].

For the purpose, please click on the “**Online Transfer Claim Portal (OTCP)**” under the Heading “**FOR EMPLOYERS**” on the homepage of EPFO website www.epfindia.gov.in.



The following screen would appear:

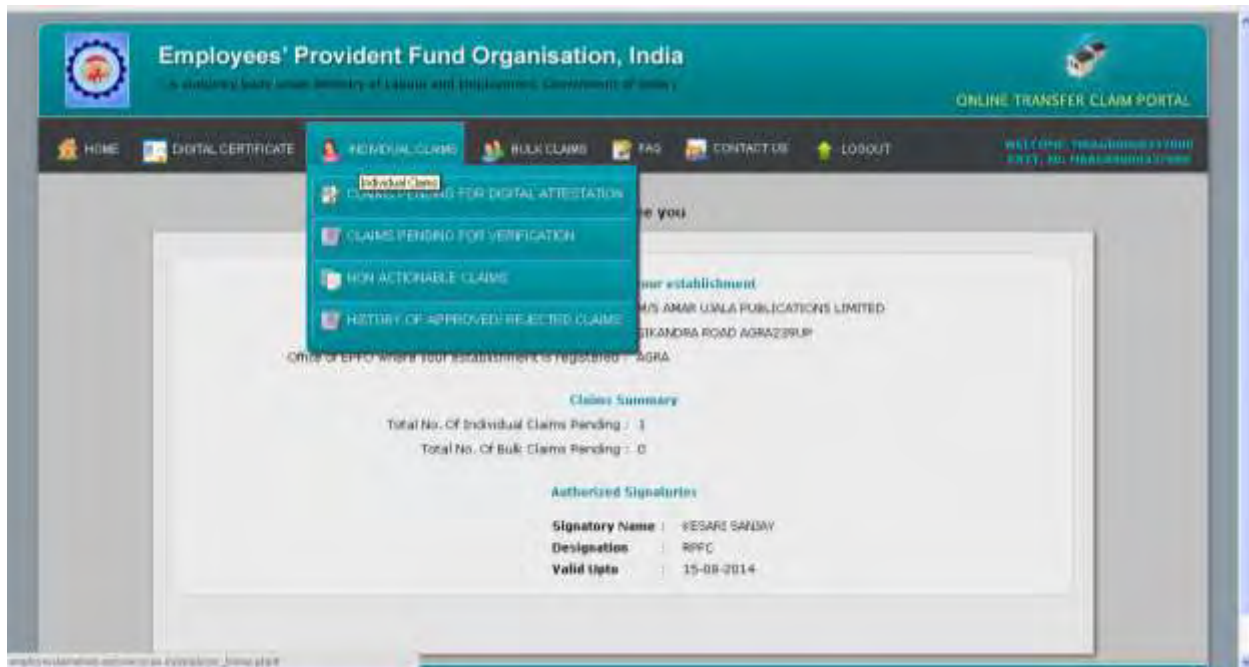


Please click "Click Here for login". The following screen would appear.



Username and password for this portal is same as is already being used in ECR portal by the establishments.

After the login the screen shows as:



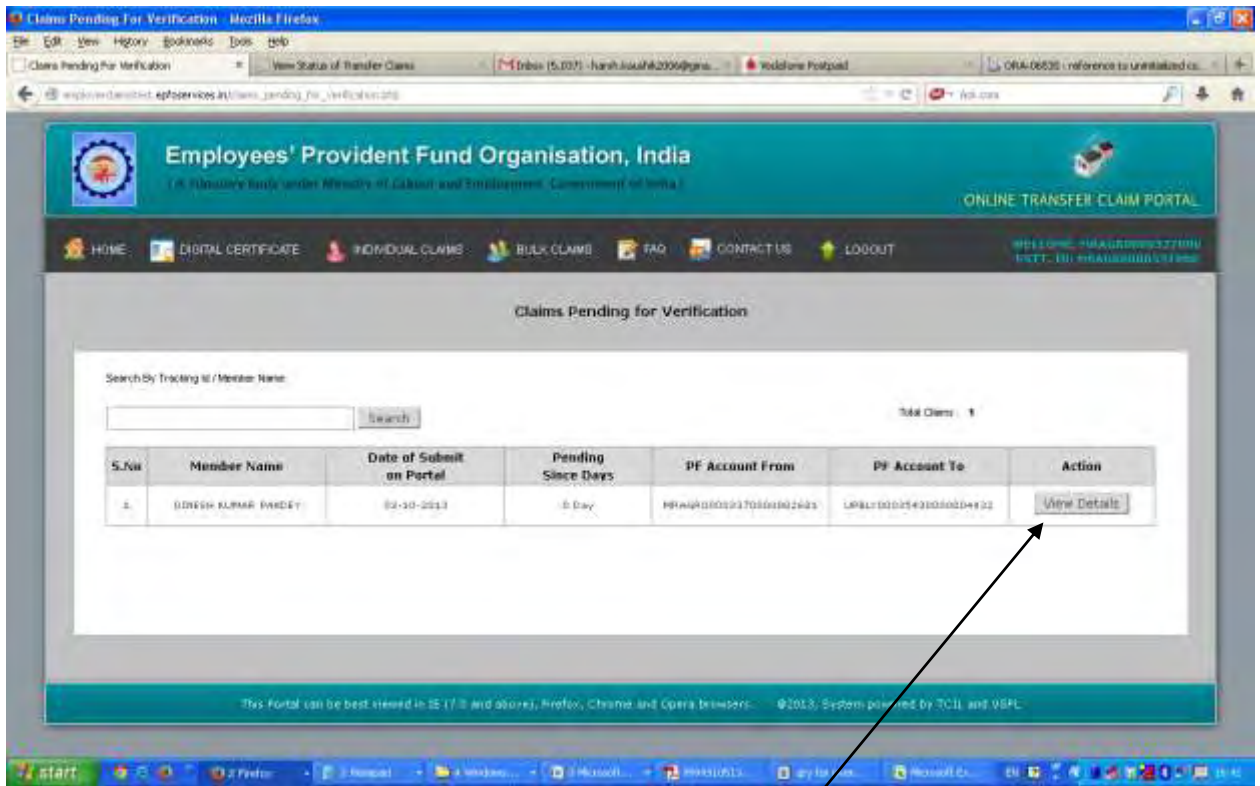
(IMPORTANT: Here it must be noted that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only.)

On the menu bar, place cursor on tab **“Individual Claims”**. Four options would be displayed:

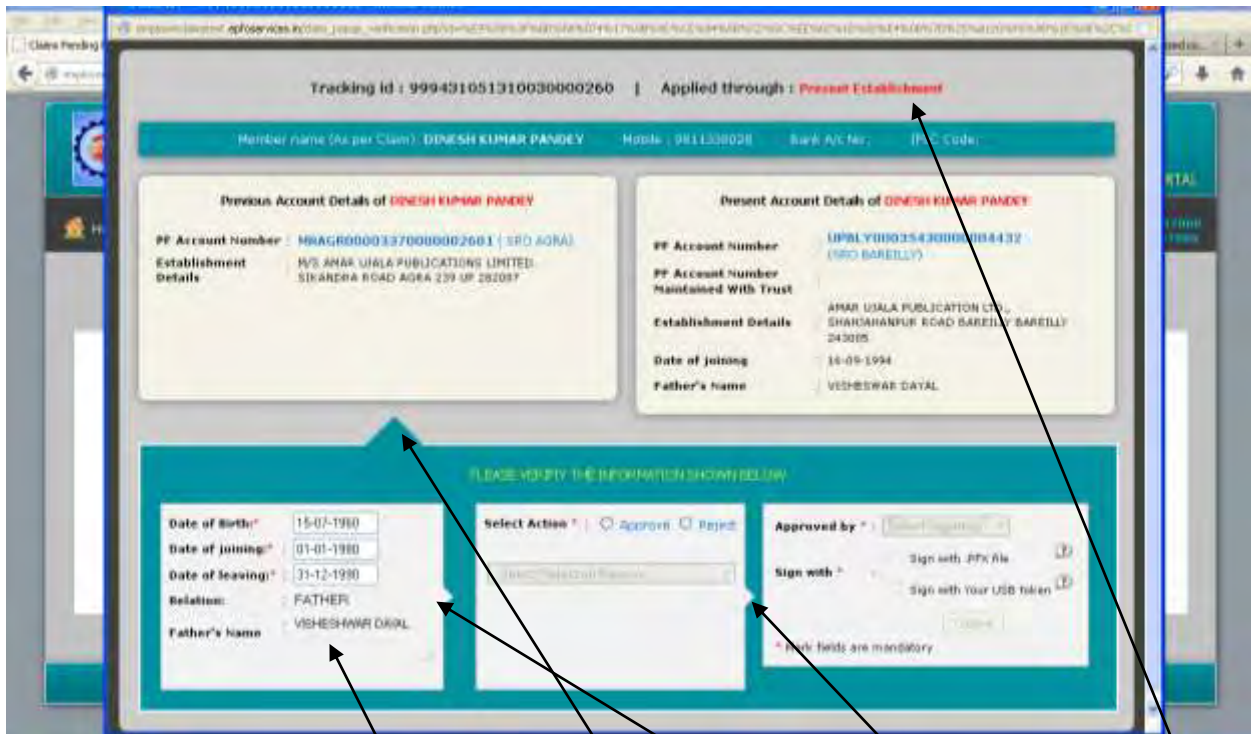
- 1) Claims pending for Digital Attestation
- 2) Claims pending for Verification
- 3) Non-actionable claims
- 4) History of Approved/Rejected claims

The option “Claims pending for Verification” relates to the verification of member details of the ex-employees of the previous employer and where the data is not available in EPFO database. The member has filled up the details not available in EPFO database and these are required to be verified by the employer from the establishment office records. It may be noted that only those details entered by the member are editable. The details as available in EPFO database are not editable.

To proceed further, click on “Claims pending for Verification” to view pending tasks of verification in respect of claims submitted by members through present employer. The following screen would appear:



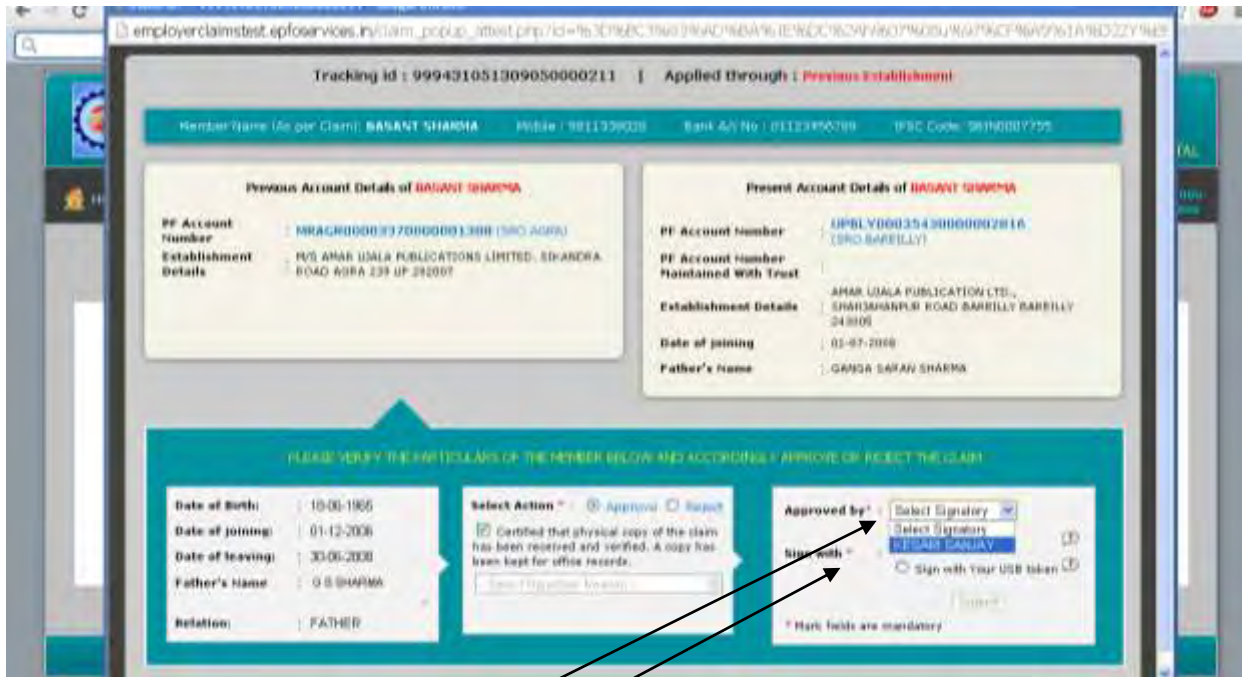
To view/attest/reject the member details, click on “View details”. The following screen would appear:



In this case, the member has opted for attestation of online claim through present employer. But as the member details pertaining to previous establishment are not available in EPFO database, the details entered by member is subject to verification. The previous employer can verify or edit only the details entered by the member (available in the box). The details populated from EPFO database cannot be edited by the employer. The indicator shows the details chosen pertaining to previous account for verification of details. The small arrows indicate the flow of the approval/ rejection process.

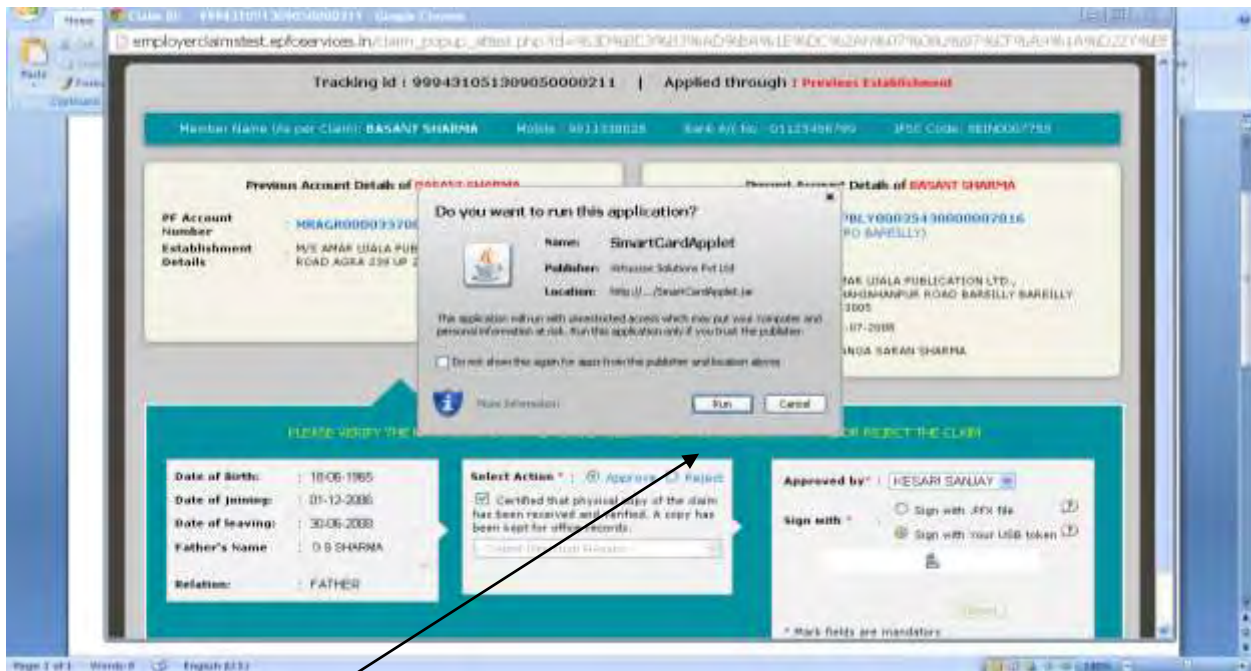
After verification, the employer has an option to reject or approve the verification task. In case of rejection, the “Select Rejection Reason” would get enabled and the employer has to select one of the reasons for the rejection of the verification task.

After selecting the option, the task has to be approved by authorized signatory using his digital signature.

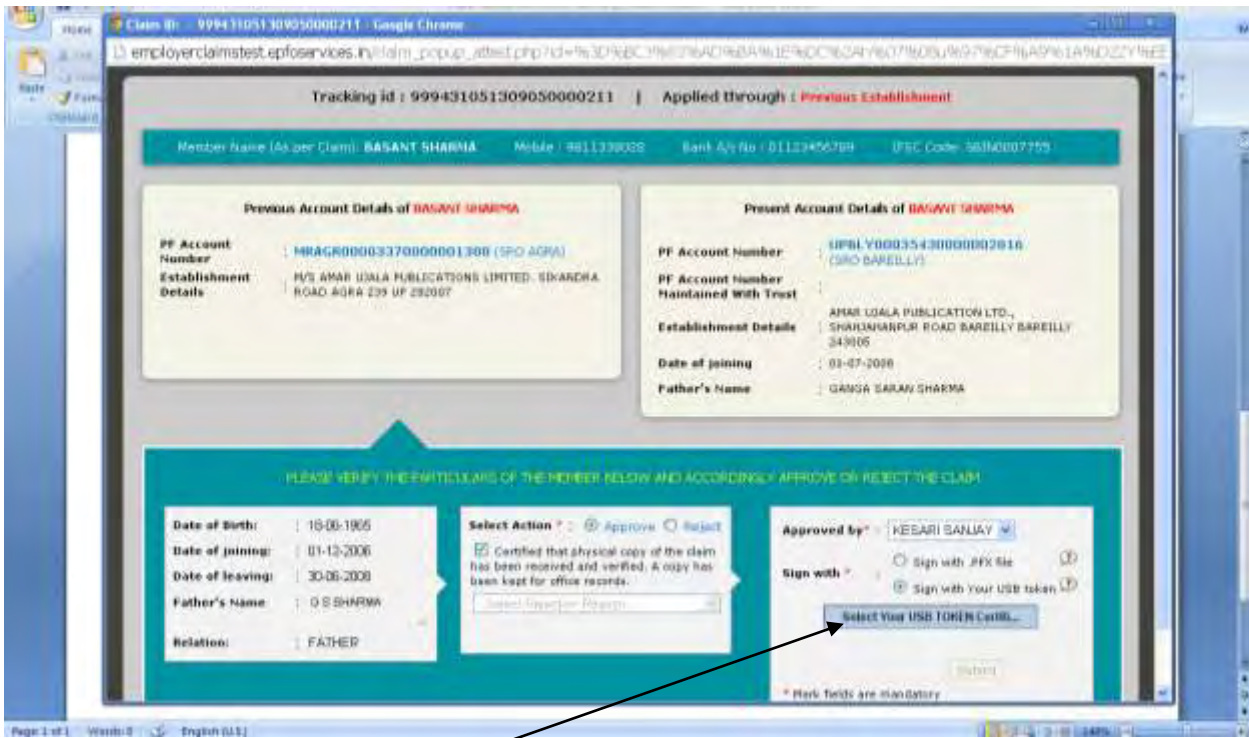


On clicking the “Select Signatory”, the list of all authorized signatories of the establishment would be available and the authorized signatory has to select his name. Thereafter the option to sign with .PFX or USB token is to be selected depending upon the type of Digital Signature Certificate registered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

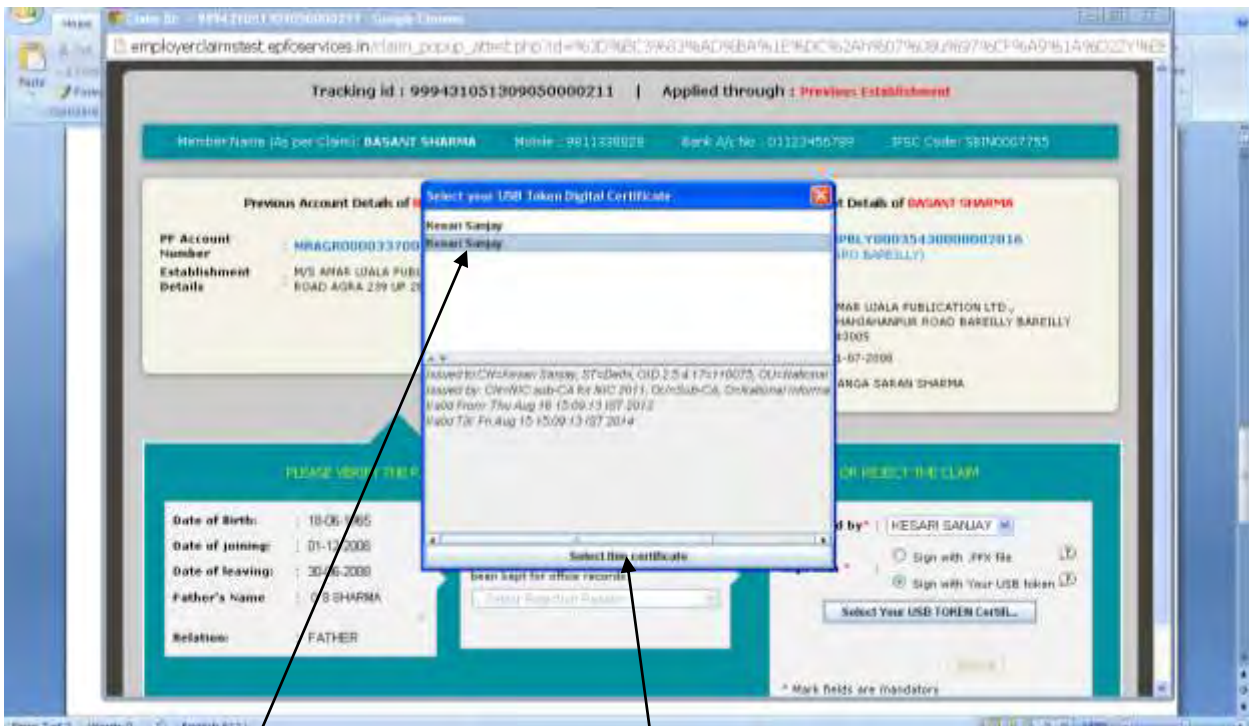
Following screen would appear:



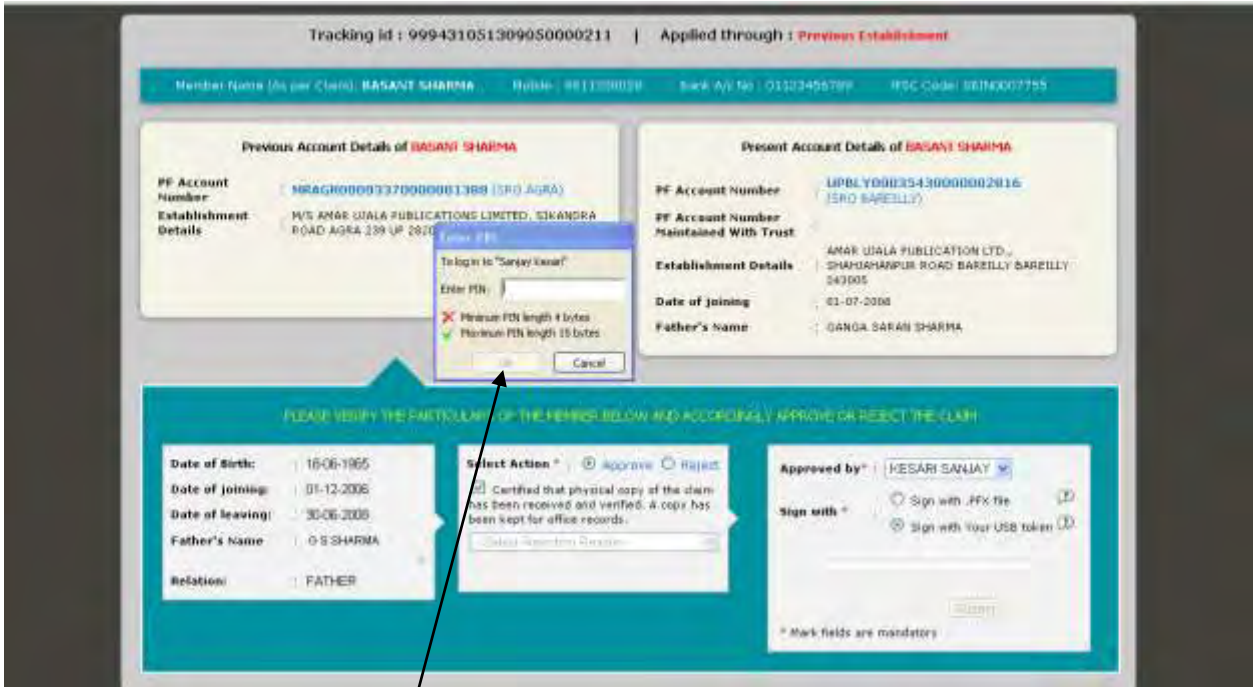
Click on the “Run” Button. Following screen would appear:



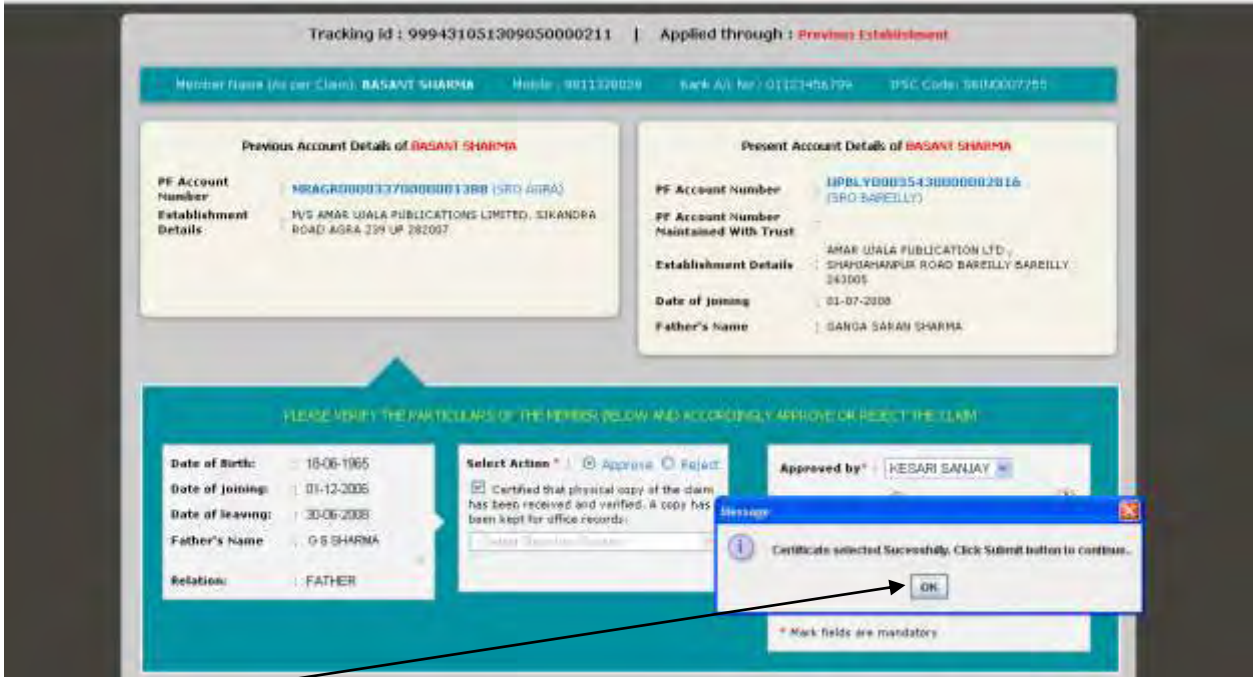
Thereafter click on the “Select your USB Token certificate” (In case the “Sign with your USB token” has been selected). The following screen would appear:



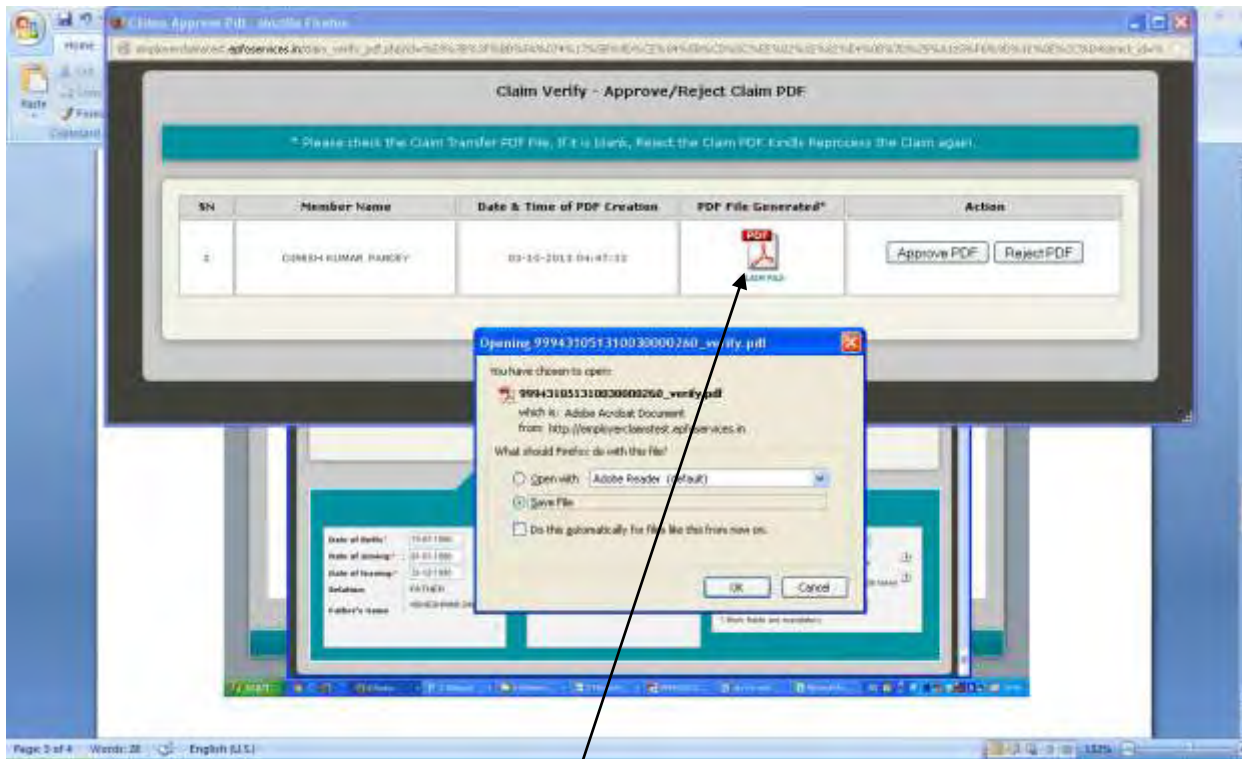
Select the certificate and click on “Select this certificate”. The system would ask for the PIN as follows:



On entering PIN and clicking "OK", the following message would appear:



Click "OK" button. The submit button would be enabled. Click on the "Submit" button. The following screen would appear:



Please download the PDF, verify the details and click on “Approve PDF” to complete the process of verification of member details.

This would complete the process of verification of details of member pertaining to his previous establishment.

(It is reiterated 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.)