

HOW TO REGISTER ESTABLISHMENT

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Employees' Provident Fund Organisation, INDIA
(A Statutory Body under Ministry of Labour & Employment, Government of India)

In Brief

- Applicability
- Classes of Industries
- Payment/ Contribution
- Returns Submission
- Enrolment
- Defaults
- Exemption

- Operational Statistics
- EPFO Directory
- News & Articles
- Registration Form
- Meet CPFC
- Legal Provisions
- Photo Gallery

EPFAT

EPFIGMS
Register Your Grievance Online

Our Regional Sites

Recruitments/ Exams/ Results NEW

NATRSS-Training Calendar 2012-13

ZTI (South Zone) - Training Calendar 2011-12

er e-Sewa on 20.03.2012 [Read](#)

[Instances "](#)

EPFO Application S/w Ver 3.30 dated 16-03-2012 released on FTP Server- Check official mail for details.

E-Return Tool for Employers (Ver 3.0-29/07/2011- Changes Made List,12A-3A Structure & Demo added)....[Click Here](#)

Employer e-Sewa NEW

Know Your EPF Balance

Know Your Claim Status

Establishment Search

SBI Branches for EPF Remittances

UPDATES

Attention EPF members... [VIDEO Clip](#)

Social Security agreement with Swiss Confederation [Click Here](#)

193rd CFT Meeting [Salient Decisions](#)

EPF Rate of Interest for the year 2010-11..... [Read](#)

Locate an EPFO office - [Click Here](#)

List of Defaulters - Including CIC Order....[Click Here](#)

International Workers - [Click Here](#)

Agreement with the Kingdom of Netherlands w.e.f

Citizen's Charter (English/Hindi)

Results Framework Document (RFD) - 2011-12

For Office Use

1. [E-Mail](#)
2. [Office Orders/ Circulars](#)
3. [Appointments/ Transfers/ Postings](#)
4. [Instructions regarding Telephone Directory & Tenders](#)
5. [See Property Return of an officer](#)
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15. [Contribution Not Received- Status \(only for HO\)](#)
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Click Employer e-SEWA link.

Following Screen will open:



Employer e-Sewa

Dear Employers !!

EPFO Launches online receipt of Electronic Challan cum Return (ECR) from the Month of April 2012 (March paid in April). Employers are requested to Register their establishments and create their user id and password through this portal. The registered employers can upload the Electronic Return and the uploaded return data will be displayed through a digitally signed copy in PDF format. It will be available for printing also. Once approved by the employer online Challan will be popped based on uploaded return. The employer may choose to make the payment through internet banking of SBI or take a print out of the Challan and pay at any designated branch of State Bank of India (SBI).

Benefits:

- > No paper return to be prepared and submitted to EPFO.
- > No need to submit other returns viz Form 5/10/12A,3A and 6A.
- > Employers will get the confirmation of payment through SMS instantly.
- > The contribution will be credited to the members' account on monthly basis.
- > Employers can view the annual accounts slip for accounting year 2011-12 online.
- > For earlier years employers can request for the annual slips through this portal.

Employer Registration starts from 20.03.2012

• [FAQs](#)

• [Download ECR file format](#)

[Click Here for the Employer e-Sewa](#)

Unique page visits since 20/03/2012:

000044306

You can view the FAQs and also download the ECR file format from this screen.

To Register or Login, click the link for Employer e-SEWA.

The Home page of the portal is as follows:

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

EMPLOYER E-SEWA

WELCOME EMPLOYERS

Dear Employers !!

EPFO Launches online receipt of Electronic Challan cum Return (ECR) from the Month of April 2012 (March paid in April). Employers are requested to Register their establishments and create their user id and password through this portal. The registered employers can upload the Electronic Return and the uploaded return data will be displayed through a digitally signed copy in PDF format. It will be available for printing also. Once approved by the employer online Challan will be popped based on uploaded return. The employer may choose to make the payment through internet banking of SBI or take a print out of the Challan and pay at any designated branch of State Bank of India (SBI). [Please click here to read FAQ.](#)

Benefits:

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- > The contribution will be credited to the members' account on monthly basis.
- > Employers can view the annual accounts slip for accounting year 2011-12 on line.
- > For earlier years employers can request for the annual slips through this portal.

REGISTER >>

LOGIN

USER NAME

PASSWORD

Sign In

[Forgot Password?](#)

INSTRUCTIONS

Instructions to avail facility:

- > Register your establishment at EPFO website
- > You will receive system generated temporary username and password on your mobile.
- > On first login with the temporary user id and password, create your permanent User id and new password to avail facilities through the portal.

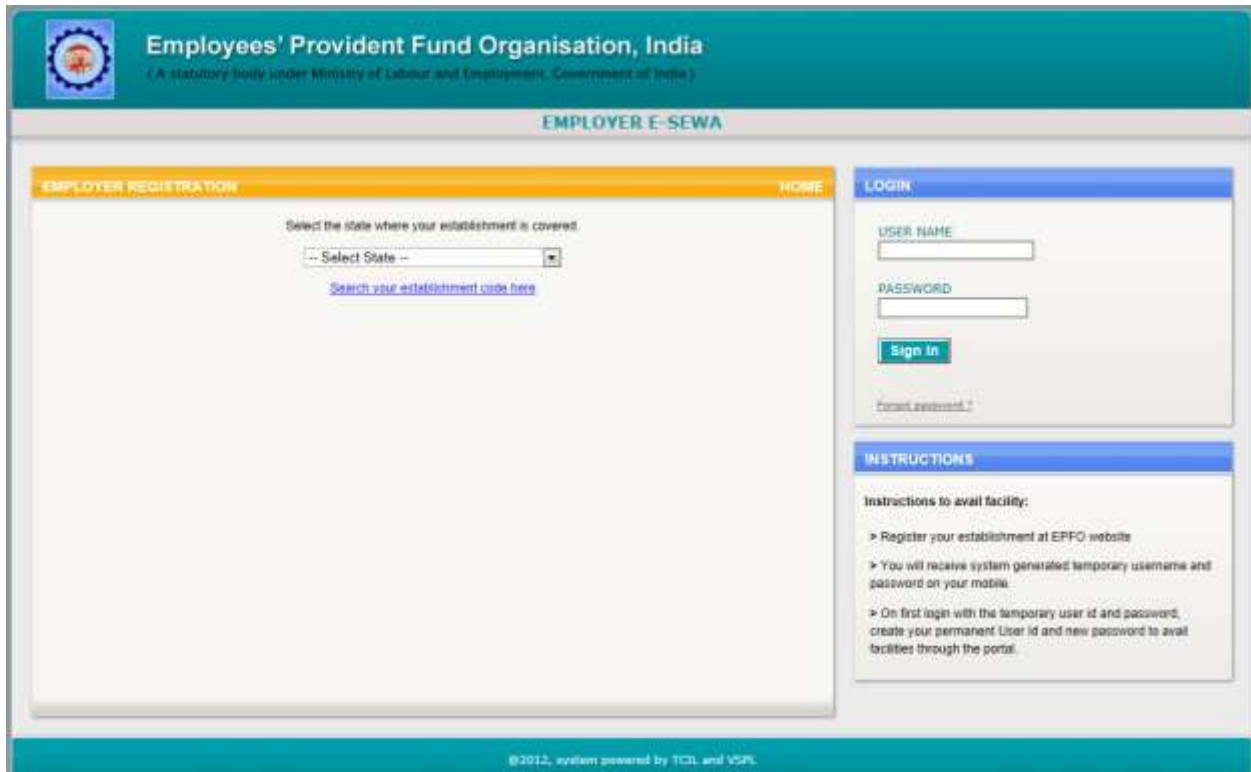
This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. © 2012, System powered by TCEI and VSP.

The first time user should click REGISTER for the registration.

Users who have received temporary user id and password through SMS or those who have created their permanent user id and password should use the Login section.

REGISTRATION

On click of Register Button, the following screen will open:



The screenshot displays the 'EMPLOYER E-SEWA' interface for the Employees' Provident Fund Organisation, India. The page is divided into three main sections: 'EMPLOYER REGISTRATION', 'LOGIN', and 'INSTRUCTIONS'. The 'EMPLOYER REGISTRATION' section features a dropdown menu for selecting a state, with the text 'Select the state where your establishment is covered:' above it. Below the dropdown is a link that says 'Search your establishment code here'. The 'LOGIN' section contains input fields for 'USER NAME' and 'PASSWORD', a 'Sign In' button, and a link for 'Forgot password?'. The 'INSTRUCTIONS' section provides a list of steps: 'Register your establishment at EPFO website', 'You will receive system generated temporary username and password on your mobile', and 'On first login with the temporary user id and password, create your permanent User id and new password to avail facilities through the portal.' The footer of the page indicates '©2012, system powered by TCS and VSR'.

The employer should select that state of the EPFO Office under the jurisdiction of which his/her establishment is complying.

For example if an establishment is located at Delhi, but complying under the Regional Office, Bandra, Mumbai, then he/she should select MAHARASHTRA.

The State can be selected from the drop down box.

Employees' Provident Fund Organisation, India
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EMPLOYER E-SEWA

EMPLOYER REGISTRATION HOME

Select the state where your establishment is covered.

-- Select State --

- Select State
- ANDAMAN AND NICOBAR ISLANDS
- ANDHRA PRADESH
- ARUNACHAL PRADESH
- ASSAM
- BIHAR
- CHANDIGARH
- CHATTISGARH
- DADRA AND NAGAR HAVELI
- DAMAN AND DIU
- DELHI
- GOA
- GUJARAT
- HARYANA
- HIMACHAL PRADESH
- JAMMU AND KASHMIR
- JHARKHAND
- KARNATAKA
- KERALA
- LAKSHADWEEP
- MADHYA PRADESH
- MAHARASHTRA
- MANIPUR
- MEGHALAYA
- MIZORAM
- NAGALAND
- ORISSA
- PONDICHERY
- PUNJAB
- RAJASTHAN

LOGIN

USER NAME

PASSWORD

[Sign In](#)

[Forgot username?](#)

INSTRUCTIONS

Instructions to avail facility:

- > Register your establishment at EPFO website
- > You will receive system generated temporary username and password on your mobile
- > On first login with the temporary user id and password, create your permanent User id and new password to avail facilities through the portal.

© 2012, system powered by TCS and VSP.

The next screen will show all the EPFO Offices in that state.

The screenshot displays the 'EMPLOYER E-SEWA' portal for the Employees' Provident Fund Organisation, India. The page is titled 'EMPLOYER REGISTRATION' and includes a 'HOME' link. A dropdown menu is set to 'MAHARASHTRA', with a link to 'Search your establishment code here'. Below this is a table titled 'Select your EPFO Office' with columns for Region Name, Region Code, Office Code, and Office Name. The table lists various offices across Maharashtra, such as Bhandra, Kandivali, Kandivali, Nagpur, and Thane. On the right side, there is a 'LOGIN' section with fields for 'USER NAME' and 'PASSWORD', a 'Sign In' button, and a 'Forgot password?' link. Below the login section is an 'INSTRUCTIONS' box with three bullet points: 'Register your establishment at EPFO website', 'You will receive system generated temporary username and password on your mobile', and 'On first login with the temporary user id and password, create your permanent User id and new password to avail facilities through the portal.' The footer of the page states '©2012, system powered by TCS, and VISA'.

Region Name	Region Code	Office Code	Office Name
MH - BANDRA	MH	BRN	BANDRANAGAR
MH - KANDIVALI	KD	NDK	NDK
MH - KANDIVALI	KD	MAL	MILADIKANDIVALI
MH - NAGPUR	NG	AJR	AJRANGHAR
MH - NAGPUR	NG	NAG	NAGPUR
MH - NAGPUR	NG	ARL	AROLA
MH - PUNE	PU	KOL	KOLHAPUR
MH - PUNE	PU	PUR	PUNE
MH - PUNE	PU	SLP	SOLAPUR
MH - THANE	TH	TNA	THANE/NEARBY
MH - THANE	TH	VSN	VSN

Select the concerned EPFO Office from the list.

Employees' Provident Fund Organisation, India
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EMPLOYER E-SEWA

Enter your Establishment Code: 12345

Extension: Maximum 3 Characters | Can be left blank in case of address

*** Compulsory Fields**

Establishment Name: TEST AGENCY, ABC ROAD, MUMBAI
Address: [Redacted]
Date of Coverage: Date of Coverage will be accepted later: 12345
PAN Number: AAAAA1234A
Name as on PAN: TEST AGENCY

Name of First Authorized Person: VIJAY KUMAR | Mobile: 9999999999 | Email: VIJAY@GMAIL.COM
Name of Second Authorized Person: [Redacted] | Mobile: [Redacted] | Email: [Redacted]
Name of Third Authorized Person: [Redacted] | Mobile: [Redacted] | Email: [Redacted]

MYIMVK Please type the characters shown in the text box: MYIMVK

Click the button to get Authorization PIN on your Primary Mobile Number.

I confirm that I am the employer/authorized signatory of the establishment which is being registered by me. I am entering my mobile number to get the SMS on various activities on the Employer e-Service Portal of EPFO and other details entered are correct and true to the best of my knowledge. I understand that the mobile number entered by me will be recorded in the database of EPFO for sending SMS alerts. I also understand that any misuse of this facility in any manner will attract suitable legal action under relevant laws.

I Agree

Enter Authorization PIN: [Redacted]

You can also enter the details of the additional authorized signatories. However the SMS and e-mail will go to the First Authorized Signatory at present.

Click GET PIN Button.

You will get the PIN immediately on the mobile number entered here.

Click the check box on I Agree. Enter the PIN in the Box. Then click the button REGISTER. You will get the temporary user id and password through SMS.

The following screen will open. Also SMS with the temporary user id and password will be received on your mobile number.



Click the link above.

It will take you to the login screen. Enter the temporary user id and password received through SMS and click signin.

The screenshot displays the EPFO Employer E-SEWA portal. At the top, the EPFO logo and name are visible, along with the text "Employees' Provident Fund Organisation, India" and "(A statutory body under Ministry of Labour and Employment, Government of India)". Below this, the page is titled "EMPLOYER E-SEWA".

The main content area is divided into two columns. The left column, titled "WELCOME EMPLOYERS", contains a "Dear Employers!!" message, a paragraph of text about the online receipt of Electronic Challan cum Return (ECR), and a "Benefits:" section with a list of advantages. A green "REGISTER >>" button is located at the bottom of this section.

The right column contains a "LOGIN" form with fields for "USER NAME" and "PASSWORD", a "Sign In" button, and a "Forgot Password?" link. Below the login form is an "INSTRUCTIONS" section titled "Instructions to avail facility:" with a list of steps for registration and login.

At the bottom of the page, a footer contains the text: "This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2012, System powered by TCEI and VSPL."

Following page will open. Enter the New User Name, and password of your choice.

Click Create Permanent Login.

The screenshot shows the 'EMPLOYER E-SEWA - TEST' page of the Employees' Provident Fund Organisation, India. The page has a teal header with the organization's logo and name. Below the header, there is a message: 'This is your first login. Kindly create a permanent username and password to proceed further.' The form contains three input fields: 'Enter New Username', 'Enter New Password', and 'Confirm New Password'. The 'Enter New Password' field has a tooltip that reads: '*Password should be alphanumeric, have minimum 1 special character and 8 to 15 characters long (Special characters are one of: @ # \$ % ^ & *)'. Below the form is a blue button labeled 'Create Permanent Login'. An arrow from the text 'Click Create Permanent Login.' points to this button. At the bottom of the page, there is a footer: 'This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2012, System powered by TCS and VSNL.'

You will get a confirmation SMS regarding successful creation of your user id and password.

The password can be changed any time after login. The user id cannot be changed.