

HOW TO UPLOAD OFFICIAL UNJSPF FORMS AND SUPPORTING DOCUMENTS IN YOUR MEMBER SELF SERVICE ACCOUNT

TO REGISTER

1. Click the link below

<https://member.unjspf.org/v3prod/app?service=page/MemberPages:MemberLogin>

UNJSPF Secure Login

User Name

|

Password

Log In

Register | Forgot User Name | Forgot Password

2. Enter your User Name and Password and click LOG IN

UNJSPF Secure Login

1 User Name

Enter User Name

2 Password

Enter Password

3 Log In

Click Log In after you've entered User Name and password

Register | Forgot User Name | Forgot Password

3. Click "MSS Document Upload" tab and after reading the instructions on how to submit Official UNJSPF Forms and supporting documentation click "Send Message" tab.

Last Logon 12/03/2021 | Account | Logout | Return To LOB

The screenshot shows the UNJSPF website interface. At the top, the UNJSPF logo is followed by a list of member organizations: CTBTO, EPPO, FAO, IAEA, ICBE, ICCROM, ICAO, ICC, IFAD, ILO, IMO, IOM, IPU, ISA, ITU, ITLOS, STL, UN, UNESCO, UNIDO, UNWTO, WHO, WIPO, and WMO. The page is titled "Welcome" and shows the date "12/03/2021". On the left, there is a "Menu" section with links: Home, Disbursements, Documents, E-Forms, Proof Documents, Personal Information, Validation Request (Article 23), Restoration (Article 24), Transfer-In Request, Estimate, MSS Document Upload (highlighted with a blue bar and a red circle with the number 1), and Help. The main content area is titled "Inbox" and contains two buttons: "Upload Document" (highlighted with a red circle with the number 3) and "Outbox" (highlighted with a red circle with the number 2). Below these buttons, there is a paragraph of text explaining the MSS Document Upload feature, a disclaimer, and important notes. A red callout bubble with the number 1 points to the "MSS Document Upload" link in the menu. Another red callout bubble with the number 2 points to the "Upload Document" button. A third red callout bubble with the number 3 points to the "Upload Document" button. The text in the callout bubbles is: "Click 'MSS Document Upload' Tab", "Click 'Upload Document' to upload your forms and supporting documents", and "IMPORTANT: Read the information below to understand the new MSS Upload Functionality and how to effectively submit your forms to the Fund".

Menu
Home
Disbursements
Documents
E-Forms
Proof Documents
Personal Information
Validation Request (Article 23)
Restoration (Article 24)
Transfer-In Request
Estimate
MSS Document Upload
Help

Welcome 12/03/2021

Upload Document Outbox

You can now submit official UNJSPF forms and supporting documentation to the Fund electronically by uploading documents inside this MSS tab. In that case you do not need to send original documents unless otherwise instructed by the Fund.

Disclaimer:
Use of MSS Document Upload is subject to acceptance of the [United Nations Joint Staff Pension Fund's Privacy Policy](#) and the [Member Self-Service Terms of Service](#). Use of MSS Document Upload signifies agreement to the terms and conditions stated therein.

Important Note: You cannot submit pension queries via this feature. All queries must be submitted via the established channels as provided on the Fund's website <https://www.unjspf.org/contact-us/>.

MSS Document Upload Guidelines:
Please read the following instructions carefully to ensure the successful use of this new MSS Document Upload feature.

- All official UNJSPF forms will have to be downloaded, printed, dated and signed by you in ink before transforming them into a format that allows for uploading. The Fund does not accept forms with electronic signatures.
- All information that you provide must be true and complete.
- Note that there is no two-factor authentication through this process.
- By submitting UNJSPF forms electronically through MSS you confirm that the signature on the form is your original signature

4. Click on BROWSE to select form/supporting documents (you should have already completed, scanned and saved the copy first) and then click on UPLOAD.

Last Logon 08/03/2021 | Account | Logout | Return To LOB

The screenshot shows the UNJSPF website interface. At the top, the UNJSPF logo is followed by a list of member organizations: CTBTO, EPPO, FAO, IAEA, ICBE, ICCROM, ICAO, ICC, IFAD, ILO, IMO, IOM, IPU, ISA, ITU, ITLOS, STL, UN, UNESCO, UNIDO, UNWTO, WHO, WIPO, and WMO. The page is titled "Welcome" and shows the date "08/03/2021". On the left, there is a "Menu" section with links: Home, Disbursements, Documents, E-Forms, Proof Documents, Personal Information, Validation Request (Article 23), Restoration (Article 24), Transfer-In Request, Estimate, MSS Document Upload (highlighted with a blue bar), and Help. The main content area is titled "Upload Document(s)" and contains a "Subject:" dropdown menu with "Document Submission" selected. Below this, there is a "Files" section with a "Select File:" label, a "Browse..." button (highlighted with a red circle with the number 1), an "Upload" button (highlighted with a red circle with the number 2), and a "Delete" button. There are also "Send" and "Discard" buttons. A red callout bubble with the number 1 points to the "Browse..." button. Another red callout bubble with the number 2 points to the "Upload" button. The text in the callout bubbles is: "Click on BROWSE and select form / supporting document that you wish to upload" and "Click on UPLOAD after clicking on BROWSE and then select document Description from drop down".

Menu
Home
Disbursements
Documents
E-Forms
Proof Documents
Personal Information
Validation Request (Article 23)
Restoration (Article 24)
Transfer-In Request
Estimate
MSS Document Upload
Help

Welcome 08/03/2021

Upload Document(s)

Subject: Document Submission

Files

Select File: Browse... Upload Delete

Send Discard

Click on BROWSE and select form / supporting document that you wish to upload

Click on UPLOAD after clicking on BROWSE and then select document Description from drop down

5. Select Form Type from the “Description Menu” drop down list after uploading form/supporting documents. If you wish to UPLOAD more than one document, repeat the process by clicking on BROWSE then select additional document you wish to upload and then click on UPLOAD.

Last Logon 08/03/2021 | Account | Logout | Return To LOB

**UNJSPF** CTBTO EPPO FAO IAEA ICBBB ICCROM ICAO ICC IFAD ILO IMO IOM IPU ISA ITU ITLOS STL UN UNESCO UNIDO UNWTO WHO WIPO WMO

Welcome08/03/2021

Menu
[Home](#)
[Disbursements](#)
[Documents](#)
[E-Forms](#)
[Proof Documents](#)
[Personal Information](#)
[Validation Request \(Article 23\)](#)
[Restoration \(Article 24\)](#)
[Transfer-In Request](#)
[Estimate](#)
[MSS Document Upload](#)
[Help](#)

Upload Document(s)
Subject: Document Submission
Files
Select File: C:\Users\ Browse... Upload Delete

	File Name	Description
☐	Document.pdf	

Showing Records 1 - 1 of 1

Send Discard

If you wish to UPLOAD more than one document, you can repeat the BROWSE (select document) then UPLOAD process and then select document type from the description BOX

Click on the Description BOX to select the Form type you wish to upload

PDF form has been UPLOADED

6. Select the document description from the Dropdown Menu. If no description fits your document, please select “Other”

Last Logon 08/03/2021 | Account | Logout | Return To LOB

**UNJSPF** CTBTO EPPO FAO IAEA ICBBB ICCROM ICAO ICC IFAD ILO IMO IOM IPU ISA ITU ITLOS STL UN UNESCO UNIDO UNWTO WHO WIPO WMO

Welcome08/03/2021

Menu
[Home](#)
[Disbursements](#)
[Documents](#)
[E-Forms](#)
[Proof Documents](#)
[Personal Information](#)
[Validation Request \(Article 23\)](#)
[Restoration \(Article 24\)](#)
[Transfer-In Request](#)
[Estimate](#)
[MSS Document Upload](#)
[Help](#)

Upload Document(s)
Subject: Document Submission
Files
Select File: C:\User\ Browse... Upload Delete

	File Name	Description
☐	Document.pdf	

Send Discard

Select the FORM and Supporting document TYPE from the drop down list in the Description MENU

7. After uploaded documents, click on SENT

Last Logon 08/03/2021 | Account | Logout | Return To LOB

**UNJSPF** CTBTO EPPO FAO IAEA ICBBB ICCROM ICAO ICC IFAD ILO IMO IOM
IPU ISA ITU ITLOS STL UN UNESCO UNIDO UNWTO WHO WIPO WMO

Welcome08/03/2021

Menu

Home

Disbursements

Documents

E-Forms

Proof Documents

Personal Information

Validation Request (Article 23)

Restoration (Article 24)

Transfer-In Request

Estimate

MSS Document Upload

Help

Upload Document(s)

Subject: Document Submission

Files

Select File: C:\Users Browse... Upload Delete

	File Name	Description
☐	pi.pdf	PIE6 - PI for CS < 5 years
☐	Document.pdf	A2 - Designation of Beneficiary
☐	Document.pdf	BANK - Bank Related
☐	vdap.pdf	BIRTH - Birth related
☐	Document.pdf	MARRIAGE - Marriage / Divorce

Send Discard

Documents UPLOADED in MSS

1

2

After uploading documents click on SEND

Showing Records 1 - 5 of 5

8. Confirmation of Message Transmission

Last Logon 11/03/2021 | Account | Logout | Return To LOB

**UNJSPF** CTBTO EPPO FAO IAEA ICBBB ICCROM ICAO ICC IFAD ILO IMO IOM
IPU ISA ITU ITLOS STL UN UNESCO UNIDO UNWTO WHO WIPO WMO

Welcome12/03/2021

Menu

Home

Address

Disbursements

Documents

E-Forms

Proof Documents

Personal Information

Emergency Fund

Estimate

MSS Document Upload

Help

Upload Document Outbox

Message was sent successfully.

Inbox

You can now submit official UNJSPF forms and supporting documentation to the Fund electronically by uploading documents inside this MSS tab. In that case you do not need to send original documents unless otherwise instructed by the Fund.

Disclaimer:
Use of MSS Document Upload is subject to acceptance of the [United Nations Joint Staff Pension Fund's Privacy Policy](#) and the [Member Self-Service Terms of Service](#). Use of MSS Document Upload signifies agreement to the terms and conditions stated therein.

Important Note: You cannot submit pension queries via this feature. All queries must be submitted via the established channels as provided on the Fund's website <https://www.unjsof.org/contact-us/>.

MSS Document Upload Guidelines:
Please read the following instructions carefully to ensure the successful use of this new MSS Document Upload feature.

- All official UNJSPF forms will have to be downloaded, printed, dated and signed by you in ink before transforming them into a format that allows for uploading. The Fund does not accept forms with electronic signatures.

When forms have been successfully uploaded, the above message will appear.

9. How to see message and uploaded documents you sent: click on OUTBOX

Last Logon 11/03/2021 | Account | Logout | Return To LOB



Welcome

12/03/2021

Menu

Home

Address

Disbursements

Documents

E-Forms

Proof Documents

Personal Information

Emergency Fund

Estimate

MSS Document Upload

Help

Inbox

Upload Document

Outbox

To see the uploaded documents you sent click on OUTBOX

You can now submit official UNJSPF forms and supporting documentation to the Fund electronically by uploading documents inside this MSS tab. In that case you do not need to send original documents unless otherwise instructed by the Fund.

Disclaimer:

Use of MSS Document Upload is subject to acceptance of the [United Nations Joint Staff Pension Fund's Privacy Policy](#) and the [Member Self-Service Terms of Service](#). Use of MSS Document Upload signifies agreement to the terms and conditions stated therein.

Important Note: You cannot submit pension queries via this feature. All queries must be submitted via the established channels as provided on the Fund's website <https://www.unjspf.org/contact-us/>.

MSS Document Upload Guidelines:

Please read the following instructions carefully to ensure the successful use of this new MSS Document Upload feature.

- All official UNJSPF forms will have to be downloaded, printed, dated and signed by you in ink before transforming them into a format that allows for uploading. The Fund does not accept forms with electronic signatures.
- All information that you provide must be true and complete.
- Note that there is no two factor authentication through this process.

10. Looking at the Message Details on the Outbox

Last Logon 11/03/2021 | Account | Logout | Return To LOB



Welcome

12/03/2021

Menu

Home

Address

Disbursements

Documents

E-Forms

Proof Documents

Personal Information

Emergency Fund

Estimate

MSS Document Upload

Help

Outbox

Filter Export

Date	Subject	Message
12/03/2021 11:19 AM	Document Submission	

Showing Records 1 - 3 of 3

Upload Document

Inbox

After clicking on OUTBOX, you will see the sent message. To see further details and the attached forms click on the message.

11. The MSS User can open the attachments in Outbox, but cannot remove or delete them, or change the description. Click on the BACK Button to return to the Outbox summary view.

Last Logon 08/03/2021 | Account | Logout | Return To LOB



UNJSPF

CTBTO EPPO FAO IAEA ICBEB ICCROM ICAO ICC IFAD ILO IMO IOM
IPU ISA ITU ITLOS STL UN UNESCO UNIDO UNWTO WHO WIPO WMO

Message Details

Welcome

08/03/2021

Files

Menu

Home

Disbursements

Documents

E-Forms

Proof Documents

Personal Information

Validation Request (Article 23)

Restoration (Article 24)

Transfer-In Request

Estimate

MSS Document Upload

Help

File Name	Description
vdap.pdf	BIRTH - Birth related
Document.pdf	A2 - Designation of Beneficiary
Document.pdf	MARRIAGE - Marriage / Divorce
Document.pdf	BANK - Bank Related
pi.pdf	PIE6 - PI for CS < 5 years

Showing Records 1 - 5 of 5

Back