**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



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

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.



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.

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.**



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

## 7. After uploaded documents, click on SENT

**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

Welcome 08/03/2021

**Upload Document(s)**

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Subject: Document Submission

**Files**

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

*Documents UPLOADED in MSS*

| ☐ | 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 |

Showing Records 1 - 5 of 5

*After uploading documents click on SEND*

Send    Discard

## 8. Confirmation of Message Transmission

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Welcome 12/03/2021

Message was sent successfully.

**Inbox**

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

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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.

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

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Welcome                                      12/03/2021

### Inbox

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> To see the uploaded documents you sent click on OUTBOX

[ Upload Document ]   [ Outbox ]

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- 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

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Filter  Export

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

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[ 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.**

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Welcome    08/03/2021

**Message Details**

**Files**

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| 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 | ⌄ |

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