

**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>

The screenshot shows the 'UNJSPF Secure Login' form. It has a title 'UNJSPF Secure Login' in bold blue text. Below the title are two input fields: 'User Name' and 'Password'. The 'User Name' field has a vertical cursor at the beginning. Below the 'Password' field is a blue 'Log In' button.

[Register](#) | [Forgot User Name](#) | [Forgot Password](#)

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

This screenshot is an annotated version of the login form. It includes three numbered steps in red circles: '1' points to the 'User Name' field with a callout bubble saying 'Enter User Name'; '2' points to the 'Password' field with a callout bubble saying 'Enter Password'; and '3' points to the 'Log In' button with a callout bubble saying 'Click Log In after you've entered User Name and password'. The form title and footer links are the same as in the previous image.

[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.

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The screenshot shows the UNJSPF website interface. On the left is a navigation menu with 'MSS Document Upload' highlighted. Callout 1 points to this menu item. The main content area has a 'Welcome' message and a date '12/03/2021'. Below this are 'Inbox' and 'Outbox' buttons. Callout 2 points to an 'IMPORTANT' notice. Callout 3 points to the 'Upload Document' button. Below the buttons are several informational sections: a disclaimer, an important note about pension queries, and MSS Document Upload Guidelines. A list of guidelines follows, including requirements for document format, truthfulness, and electronic submission.

Click "MSS Document Upload" Tab

Click "Upload Document" to upload your forms and supporting documents

**IMPORTANT:** Read the information below to understand the new MSS Upload Functionality and how to effectively submit your forms to 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.

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The screenshot shows the 'Upload Document(s)' page. The 'Subject' dropdown is set to 'Document Submission'. The 'Files' section contains a 'Select File' input field, a 'Browse...' button, and an 'Upload' button. Callout 1 points to the 'Browse...' button. Callout 2 points to the 'Upload' button. Below the 'Files' section are 'Send' and 'Discard' buttons. A dropdown menu for document descriptions is visible below the 'Upload' button.

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

- 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.

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**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)**

Subject: Document Submission

**Files**

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

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	Document.pdf	

Showing Records 1 - 1 of 1

Send Discard

PDF form has been UPLOADED

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

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

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

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Welcome 08/03/2021

**Upload Document(s)**

Subject: Document Submission

**Files**

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

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	Document.pdf	

Send Discard

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

PF23 - PI or Address Change  
 PF23M - Change of Address (only)  
 SIGN - Signature  
 PIE2 - PI for Survivors and Disability  
 PIE6 - PI for CS < 5 years  
 PIE7 - PI for CS > 5 years  
 PIE8 - PI re-employment after retirement  
 PIPF23A - PI - Deferred Benefit  
 PIPF23B - PI - Child into Payment (after early retirement)  
 A2 - Designation of Beneficiary  
 B1 - Election to Validate  
 C1 - Election to Restore  
 E10 - Residence - Address Declaration  
 POR - Proof of Residence (2-track)  
 E11 - Residence - Change of Address Update  
 CE - Certificate of Entitlement  
 MARRIAGE - Marriage / Divorce  
 Divorce Proof  
 ID - Identification Docs (Passports, DL, National ID, etc.)  
 BIRTH - Birth related  
 BANK - Bank Related  
 DEATH - Death related  
 GUARDIAN - Guardianship  
 MEDCERT - Medical Certificate  
 Dependent Death Proof

## 7. After uploaded documents, click on SENT

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Welcome 08/03/2021

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Restoration (Article 24)  
Transfer-In Request  
Estimate  
**MSS Document Upload**  
Help

After uploading documents click on SEND

**Upload Document(s)**

Subject: Document Submission

**Files**

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

**Documents UPLOADED in MSS**

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

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Send Discard

## 8. Confirmation of Message Transmission

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Welcome 12/03/2021

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Message was sent successfully.

**Inbox**

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.

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

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

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Welcome

12/03/2021

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- E-Forms
- Proof Documents
- Personal Information
- Emergency Fund
- Estimate
- MSS Document Upload**
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### Inbox

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.

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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

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



Welcome

12/03/2021

- Menu
- Home
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- Disbursements
- Documents
- E-Forms
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- Emergency Fund
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- MSS Document Upload**
- Help

### Outbox

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

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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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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

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