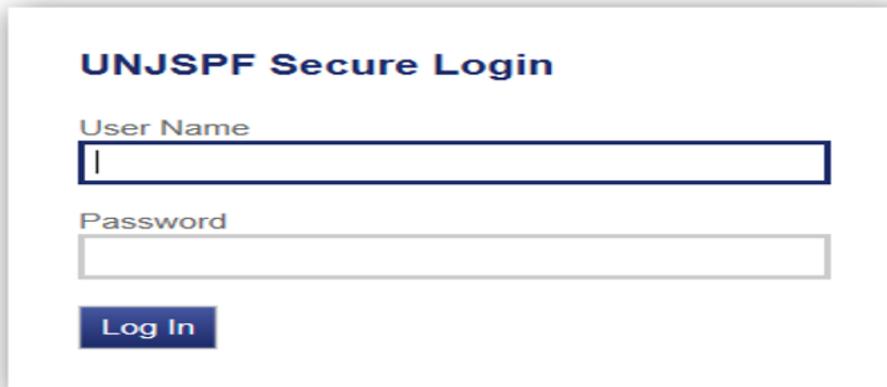


COMMENT TÉLÉCHARGER DES FORMULAIRES OFFICIELS ET D'AUTRES DOCUMENTS DE LA CCPNU À L'ESPACE CLIENT (MSS)

POUR S'INSCRIRE

1. Cliquez sur le lien ci-dessous

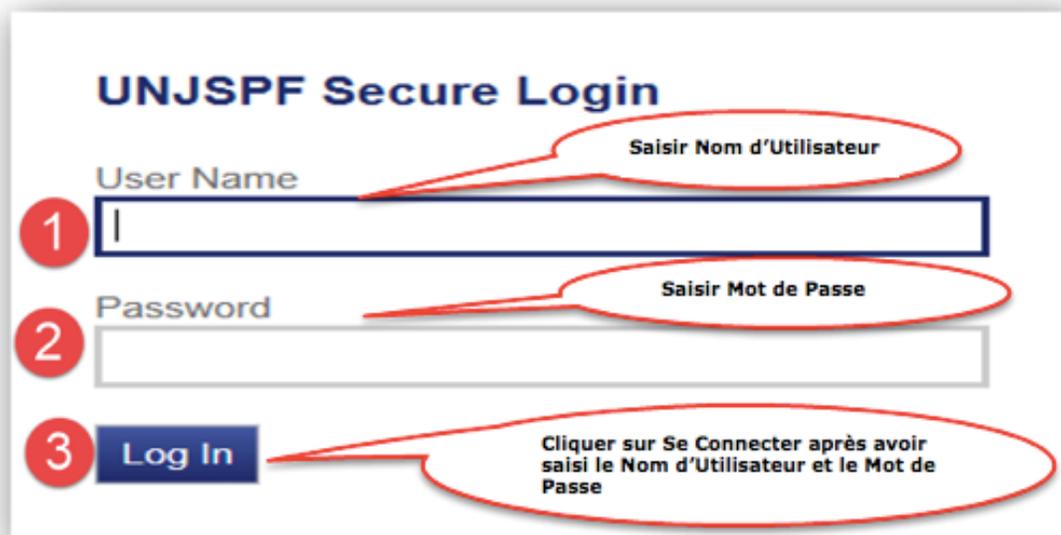
<https://member.unjspf.org/v3prod/app?service=page/MemberPages:MemberLogin>



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 contains a vertical bar cursor. Below the 'Password' field is a blue 'Log In' button.

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

2. Saisissez votre Nom d'Utilisateur et votre Mod de Passe, puis cliquez sur Se Connecter



This screenshot is an annotated version of the login form. It includes three numbered red circles with callout boxes: 1. A red circle next to the 'User Name' field with a callout bubble containing the text 'Saisir Nom d'Utilisateur'. 2. A red circle next to the 'Password' field with a callout bubble containing the text 'Saisir Mot de Passe'. 3. A red circle next to the 'Log In' button with a callout bubble containing the text 'Cliquer sur Se Connecter après avoir saisi le Nom d'Utilisateur et le Mot de Passe'.

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

3. Cliquez sur l'onglet "Téléchargement de Documents MSS" et après avoir lu les instructions indiquant comment soumettre les formulaires officiels et les documents justificatifs de la CCPNU cliquez sur l'onglet "Envoyer Message"

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Welcome 12/03/2021

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.

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

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1 Cliquez sur l'onglet "Téléchargement de documents MSS"

3 Cliquez sur "Télécharger un document" pour télécharger vos formulaires et vos pièces justificatives

2 IMPORTANT: Lire l'information ci-dessous pour comprendre la nouvelle fonctionnalité de Téléchargement MSS et comment soumettre correctement vos formulaires à la Caisse

4. Cliquez sur PARCOURIR pour sélectionner les formulaire/documents justificatifs (notez que chaque document que vous téléchargez doit être complété et vous devriez avoir une photocopie numérisée et enregistrée). Ensuite cliquez sur TÉLÉCHARGER. Ensuite cliquez sur TÉLÉCHARGER.



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Upload Document(s)

Subject: Document Submission

Files

Select File: Browse... Upload Delete

Send Discard

1 Cliquez sur PARCOURIR et sélectionner le formulaire ou la pièce justificative que vous souhaitez télécharger

2 Cliquez sur TÉLÉCHARGER après avoir cliqué sur PARCOURIR et sélectionner la Description du document dans le menu déroulant

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- Une fois que vous avez téléchargé les formulaires/documents justificatifs, cliquez sur le menu déroulant sous "Description" pour sélectionner le "Type de Formulaire". Si vous souhaitez télécharger plus d'un document, vous pouvez répéter la procédure en cliquant sur PARCOURIR, ensuite sélectionnez le document supplémentaire et cliquez sur TÉLÉCHARGER.

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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

Si vous souhaitez TÉLÉCHARGER plus d'un document, vous pouvez répéter la procédure de PARCOURIR (sélectionner un document) puis TÉLÉCHARGER et ensuite vous devrez sélectionner le type de document dans la BOÎTE de description

Cliquer sur la BOÎTE de Description pour sélectionner le type de Formulaire que vous souhaitez télécharger

Le formulaire PDF a été TÉLÉCHARGÉ

- Sélectionnez la description du document dans le Menu Déroulant. Si aucune description ne correspond à votre document, veuillez sélectionner "Autre".

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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	<ul style="list-style-type: none"> 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

Send Discard

Sélectionner le type de formulaire et de pièce justificative dans la liste déroulante du menu "Description"

7. Une fois que vous avez téléchargé les documents, cliquez sur ENVOYER.

UNJSPF CTBTO EPP0 FAO IAEA ICBEB ICCROM ICAO ICC IFAD ILO IMO IOM IPU ISA ITU ITLOS STL UN UNESCO UNIDO UNWTO WHO WIPO WMO

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Upload Document(s)

Subject: Document Submission

Files

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

<input type="checkbox"/>	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

Showing Records 1 - 5 of 5

Send Discard

Après avoir téléchargé les documents cliquer sur ENVOYER

Documents téléchargés sur MSS

8. Confirmation de la Transmission du Message

UNJSPF CTBTO EPP0 FAO IAEA ICBEB ICCROM ICAO ICC IFAD ILO IMO IOM IPU ISA ITU ITLOS STL UN UNESCO UNIDO UNWTO WHO WIPO WMO

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Message was sent successfully.

Inbox

Upload Document Outbox

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Lorsque les formulaires ont été téléchargés avec succès, vous verrez apparaître le message ci-dessus.

9. Comment voir le message et les documents que vous avez soumis et envoyé : cliquez sur BOÎTE D'ENVOI

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Upload Document Outbox

Pour voir les documents téléchargés que vous avez envoyé, cliquer sur BOÎTE D'ENVOI

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- Note that there is no two factor authentication through this process.

10. Pour voir les détails du message dans la Boîte d'Envoi

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Outbox

Filter Export

Date	Subject	Message
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Upload Document Inbox

Après avoir cliqué sur BOÎTE D'ENVOI, vous verrez le message envoyé. Pour voir plus de détails et voir les formulaires joints, cliquer sur le message

11. L'utilisateur MSS peut ouvrir les pièces jointes dans la Boîte d'Envoi, mais l'utilisateur ne peut pas supprimer ou effacer les documents, ni modifier leur description. Cliquez sur le bouton RETOUR pour revenir au sommaire de la boîte d'envoi

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Détails du Message

Files

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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