



UNJSPF

United Nations Joint
Staff Pension Fund

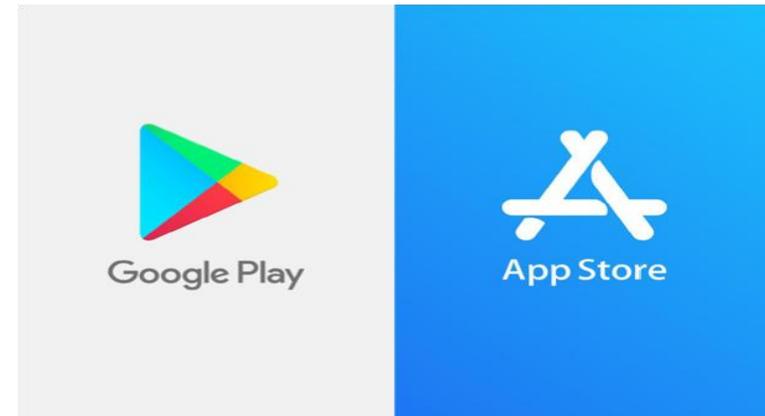
Digital Certificate of Entitlement

- ▶ **Downloading the App**
- ▶ **Login Process**
- ▶ **Renewal**
- ▶ **Assistance**

DOWNLOADING THE APP

- ▶ What you will need:
 - Your smart phone/tablet

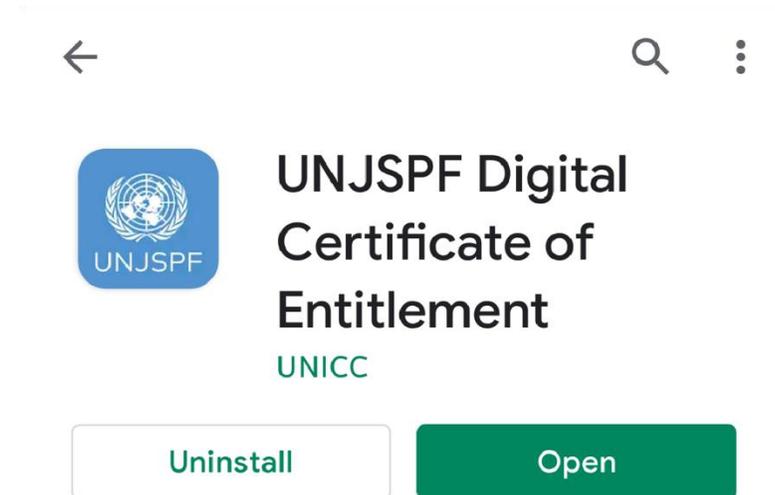
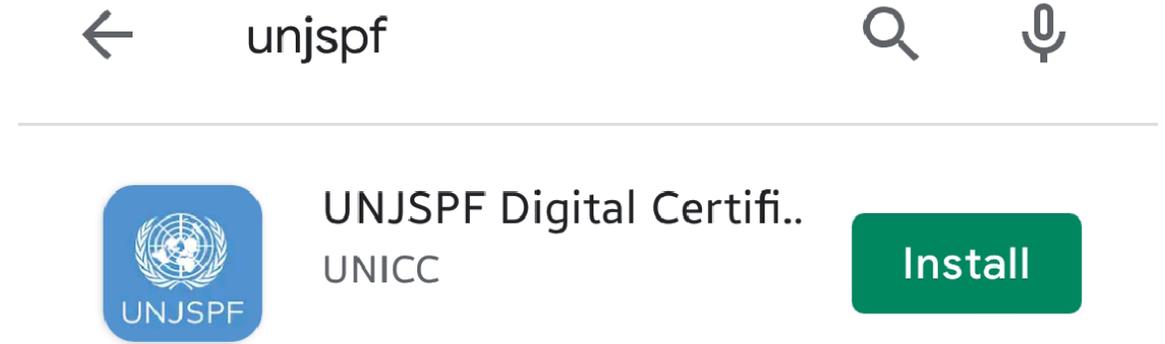
For Android users, the app can be found on **Google Play Store** as “UNJSPF Digital Certificate of Entitlement”; for iOS (iPhone or iPad) the app can be found on **Apple App Store** as “UNJSPF Digital CE”.



1. Open the Google Play Store or App Store and search for the app (please see above for the specific name). If you type UNJSPF, the app will show up.

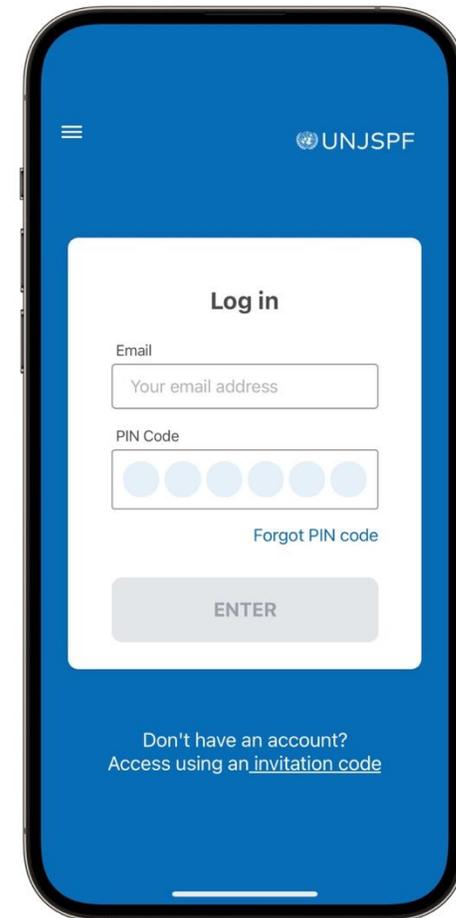
2. Click on “Install”. It might take a few minutes before installation is complete.

3. Done! You are ready to use the app and start the enrolment process..

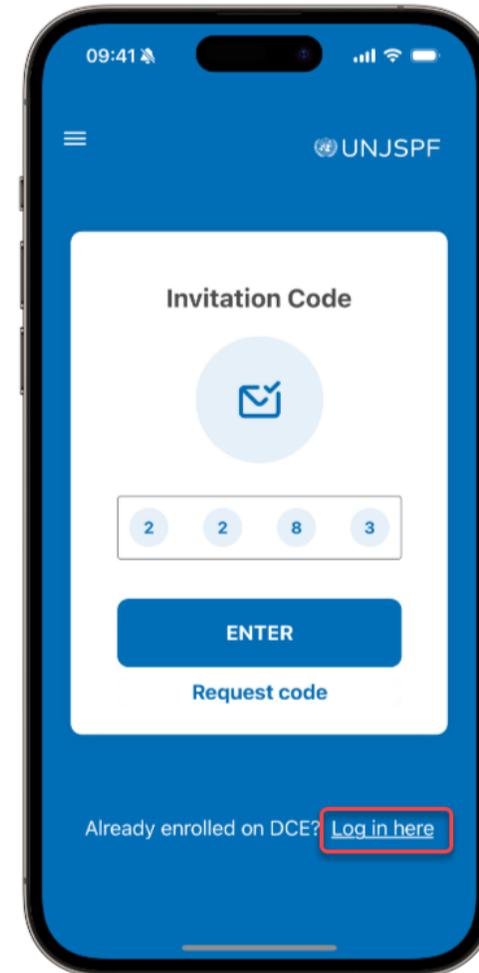


LOGIN PROCESS

1. If you see this screen, please enter your email and PIN code, then click the 'ENTER' button once it turns blue.

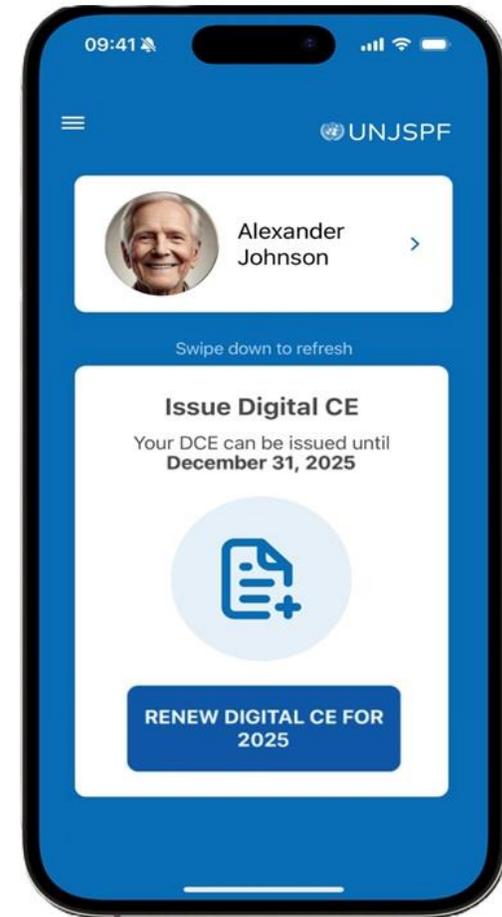


2. However, if you see this screen, please click on the 'Login here' link at the bottom of the screen. This will take you to the login page, where you can use your email and PIN Code to access the app.



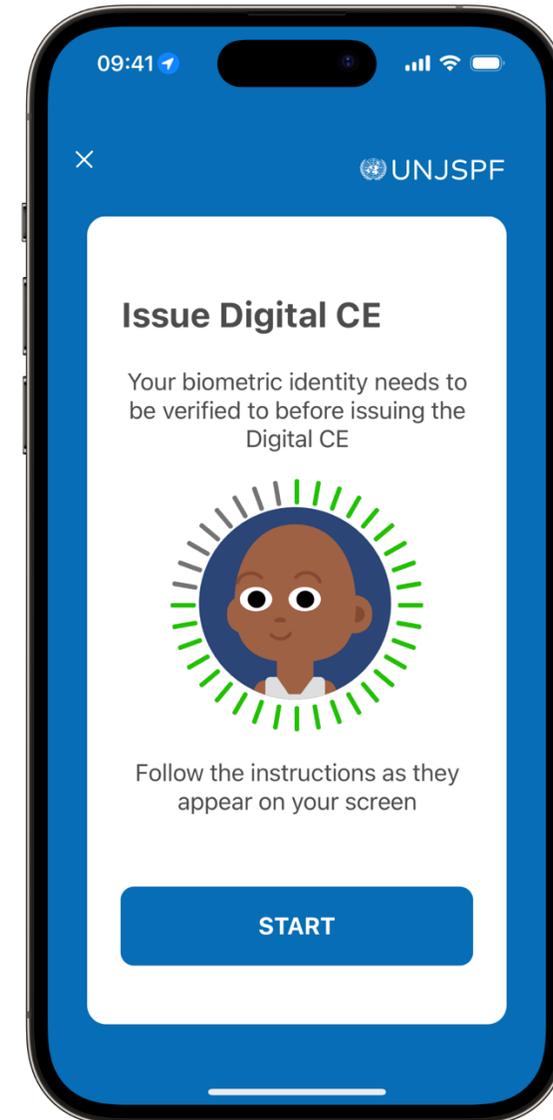
RENEWAL

1. Once you have accessed the app, to renew your 2025 DCE please click the “RENEW DIGITAL CE FOR 2025”



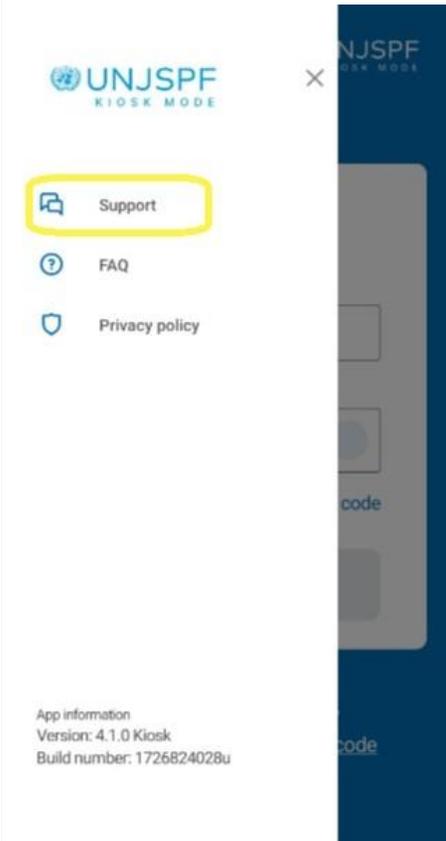
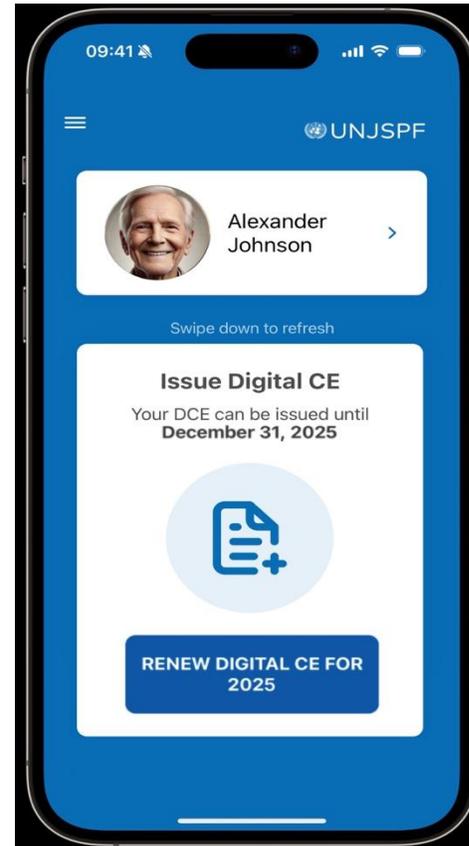
2. Please follow the instructions and click on **“Start”**

- Scan your face to validate and follow the prompts on the camera
- After the facial scan reaches 100%, it will say “Submitting request” and thereafter click on “continue”
- After few seconds, you will see the DCE 2025 Valid with the green check and the expiration date



ASSISTANCE

- ▶ You can visit the FAQ and contact support by clicking on the “≡” on the top left corner of the app.





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Thank you for successfully completing the step-by-step guide for your Digital Certificate of Entitlement! We truly appreciate the time and effort you've dedicated to getting this done.