

Comment s'abonner pour recevoir le relevé des prestations dans MSS et comment générer des relevés des prestations pour les années précédentes

1. Comment souscrire au relevé annuel des prestations

Étape 1 : Connectez-vous à votre compte MSS de la CCPNU (<https://member.unjspf.org/>).

Étape 2 : Dans l'onglet « Documents », cliquez sur « Demande de document ad hoc » et sélectionnez « Relevé de prestations » dans le menu déroulant. Cliquez sur « Cliquez ici pour continuer ».

Étape facultative : Pour obtenir des instructions détaillées sur le format et le contenu du relevé de prestations, ainsi que d'autres informations pertinentes, cliquez sur « Cliquez ici pour obtenir des instructions complètes ».

Menu

- Home
- Address - Emergency Contact
- Disbursements
- Documents
 - View Existing Documents
 - Ad-hoc Document Request
- E-Forms
- Proof Documents
- Personal Information
 - Dependents
- Emergency Fund
- Estimate
- MSS Document Upload
- Help

Document Request

Select Document: Statement of Benefits Letter

[Click Here to Proceed](#)

The Statement of Benefits is an annual statement showing the gross periodic benefits paid to a beneficiary and his/her associated children (if a child benefit is issued together), excluding one-time benefits such as, withdrawal settlement and residual benefit. Please note the Statements of Benefits is only issued upon your request by subscription. New subscriptions made on or before the final day of the requested Payment Period, will automatically be printed and mailed to the address on file only if payments were issued within that 12-month period.

[Click here for full guidance](#)

Étape 3 : Cliquez sur « Nouvel abonnement »

Menu

- Home
- Address - Emergency Contact
- Disbursements
- Documents
 - View Existing Documents
 - Ad-hoc Document Request
- E-Forms
- Proof Documents
- Personal Information
 - Dependents
- Emergency Fund
- Estimate
- MSS Document Upload
- Help

Statement of Benefits Subscription

You are not currently set up to receive a Statement of Benefits annually. Please click New Subscription and then select your payment period and language. Click Save when done.

[New Subscription](#)

General Guidance

The Statement of Benefits is an annual statement showing the gross periodic benefits paid to a beneficiary and his/her associated children (if a child benefit is issued together), excluding one-time benefits such as, withdrawal settlement and residual benefit. Please note the Statements of Benefits is only issued upon your request by subscription. New subscriptions made on or before the final day of the requested Payment Period, will automatically be printed and mailed to the address on file only if payments were issued within that 12-month period.

[Click here for full guidance](#)

Étape 4 : Sélectionnez la période de paiement et la langue de votre choix. Cliquez sur « Enregistrer ».

Remarque : La langue sélectionnée ici s'appliquera uniquement aux relevés de prestations. Elle n'affectera pas la langue utilisée dans les autres sections du portail MSS. Pour mettre à jour vos préférences linguistiques pour MSS, accédez à l'onglet « Compte » situé en haut à droite de votre portail MSS.

Menu

- Home
- Address - Emergency Contact
- Disbursements
- Documents
 - View Existing Documents
 - Ad-hoc Document Request
- E-Forms
- Proof Documents
- Personal Information
 - Dependents
- Emergency Fund
- Estimate
- MSS Document Upload
- Help

Statement of Benefits Subscription

You are not currently set up to receive a Statement of Benefits annually. Please click New Subscription and then select your payment period and language. Click Save when done.

01 Jan - 31 Dec

English

Save Cancel

General Guidance

The Statement of Benefits is an annual statement showing the gross periodic benefits paid to a beneficiary and his/her associated children (if a child benefit is issued together), excluding one-time benefits such as, withdrawal settlement and residual benefit. Please note the Statements of Benefits is only issued upon your request by subscription. New subscriptions made on or before the final day of the requested Payment Period, will automatically be printed and mailed to the address on file only if payments were issued within that 12-month period.

[Click here for full guidance](#)

Étape 5 : Un message de confirmation s'affichera en haut de la page pour confirmer la langue et la période sélectionnées. Remarque : Il vous suffit de vous abonner une seule fois pour recevoir automatiquement votre relevé annuel de prestations. Après votre abonnement, votre relevé sera émis chaque année et disponible sur votre portail MSS, sous « Documents - Voir les documents existants ».

Vous n'avez pas besoin de soumettre de demandes supplémentaires, sauf si vous souhaitez modifier la période de paiement ou la langue de votre relevé annuel.

Menu

- Home
- Address - Emergency Contact
- Disbursements
- Documents
 - View Existing Documents
 - Ad-hoc Document Request
- E-Forms
- Proof Documents
- Personal Information
 - Dependents
- Emergency Fund
- Estimate
- MSS Document Upload
- Help

- Language selected: French.
- Payment period selected: 01 Jan - 31 Dec.
- In the future, a Statement of Benefits will be generated automatically every year for the Payment Period indicated.
- The "2025" Statement of Benefits will be available after the payment period ends on December 31.

Statement of Benefits Subscription

You are currently set up to receive annual Statement of Benefits in French for Period 01 Jan - 31 Dec.

To change subscription parameters please click Edit, select new parameters from drop down lists below and then click Save.

Payment Period: 01 Jan - 31 Dec

Language: French

Edit

Document Generation

Select year(s) below and click Generate Document.

Étape 6 : Si vous souhaitez apporter des modifications à votre abonnement, vous pouvez cliquer sur « Modifier » et changer la langue et/ou la période.

- Menu
- Home
- Address - Emergency Contact
- Disbursements
- Documents
 - View Existing Documents
 - Ad-hoc Document Request
- E-Forms
- Proof Documents
- Personal Information
 - Dependents
- Emergency Fund
- Estimate
- MSS Document Upload
- Help

- Language selected: French.
- Payment period selected: 01 Jan - 31 Dec.
- In the future, a Statement of Benefits will be generated automatically every year for the Payment Period indicated.
- The "2025" Statement of Benefits will be available after the payment period ends on December 31.

Statement of Benefits Subscription

You are currently set up to receive annual Statement of Benefits in French for Period 01 Jan - 31 Dec.

To change subscription parameters please click Edit, select new parameters from drop down lists below and then click Save.

Payment Period:

Language:



Document Generation

Select year(s) below and click Generate Document.

2. Comment générer un relevé des prestations ad hoc pour les périodes passées

Suivez les étapes 1 à 6 ci-dessus.

Étape 7 : Pour générer le relevé de prestations d'une année antérieure, faites défiler la page jusqu'à la section « Génération de documents ». Sélectionnez la ou les années pour lesquelles vous souhaitez générer un relevé et cliquez sur « Générer un document ».

Remarque : Vous ne pouvez générer des relevés que pour les sept années les plus récentes (si disponibles), à compter de la date de votre demande.

Menu

- Home
- Address - Emergency Contact
- Disbursements
- Documents
 - View Existing Documents
 - Ad-hoc Document Request
- E-Forms
- Proof Documents
- Personal Information
 - Dependents
- Emergency Fund
- Estimate
- MSS Document Upload
- Help

- Language selected: French.
- Payment period selected: 01 Jan - 31 Dec.
- In the future, a Statement of Benefits will be generated automatically every year for the Payment Period indicated.
- The "2025" Statement of Benefits will be available after the payment period ends on December 31.

Statement of Benefits Subscription

You are currently set up to receive annual Statement of Benefits in French for Period 01 Jan - 31 Dec.

To change subscription parameters please click Edit, select new parameters from drop down lists below and then click Save.

Payment Period:

Language:

Document Generation

Select year(s) below and click Generate Document.

To view previously generated documents, select View Existing Documents from the Menu.

Years: 2024

General Guidance

The Statement of Benefits is an annual statement showing the gross periodic benefits paid to a beneficiary and his/her associated children (if a child benefit is issued together), excluding one-time benefits such as, withdrawal settlement and residual benefit. Please note the Statements of Benefits is only issued upon your request by subscription. New subscriptions made on or before the final day of the requested Payment Period, will automatically be printed and mailed to the address on file only if payments were issued within that 12-month period.

Étape 8 : Une fois votre relevé généré, un message de confirmation apparaîtra en haut de l'écran. Pour consulter votre document, cliquez sur « Cliquez ici » dans le message de confirmation ou accédez à la section « Documents » du menu de gauche et sélectionnez « Voir les documents existants ».

Menu

- Home
- Address - Emergency Contact
- Disbursements
- Documents
 - View Existing Documents
 - Ad-hoc Document Request
- E-Forms
- Proof Documents
- Personal Information
 - Dependents
- Emergency Fund
- Estimate
- MSS Document Upload
- Help

- Statement of Benefits generated for year(s): 2024
- Please [click here](#) to go to View Existing Documents to review the document.

Statement of Benefits Subscription

You are currently set up to receive annual Statement of Benefits in French for Period 01 Jan - 31 Dec.

To change subscription parameters please click Edit, select new parameters from drop down lists below and then click Save.

Payment Period:

Language:

Document Generation

Select year(s) below and click Generate Document.

To view previously generated documents, select View Existing Documents from the Menu.

Étape 9 : Votre relevé de prestations généré restera disponible en permanence sous l'onglet « Voir les documents existants » de votre portail MSS. Vous pouvez y accéder à tout moment. Pour le consulter, cliquez simplement sur le document de votre choix ; l'exercice financier correspondant sera indiqué sous le champ « Bénéficiaire » pour faciliter son identification.

Menu

[Home](#)

[Address - Emergency Contact](#)

[Disbursements](#)

[Documents](#)

[View Existing Documents](#)

[Ad-hoc Document Request](#)

[E-Forms](#)

[Proof Documents](#)

[Personal Information](#)

[Dependents](#)

[Emergency Fund](#)



[Estimate](#)

[MSS Document Upload](#)

[Help](#)

Documents

The Annual Pension Statement is currently available only in English version. To help you read and understand your Pension Statement, please read [the illustrated guide "How to read your Pension Statement", available in English and French versions on our website.](#)

 Records  Export

Date	Document	Recipient	Action
3 Jun 2025	 Statement of Benefits Letter (French) - Dep MSS	FY 2024	Details
15 Apr 2025	 CO 001 - COLA Letter English		Details
20 Jun 2024	 CE 002 - Certificate of Entitlement - Dep		Details
19 Jun 2024	 MSS Registration Success		Details
6 Jun 2024	 Entitlement Letter- Spouse		Details