

# How to subscribe to receive the Statement of Benefits inside UNJSPF Member Self-Service (MSS) and how to generate Statements of Benefits for prior years

## 1. How to subscribe to the annual Statement of Benefits

Step 1: Log into your UNJSPF MSS account (<https://member.unjspf.org/>)

Step 2: Under the **Documents** menu tab, click on **Ad-Hoc Document Request** and select **Statement of Benefits Letter** from the drop-down. Click on “**Click Here to Proceed**”.

*Optional Step: For detailed guidance about the format and contents of the Statement of Benefits, as well as other relevant information, click on “**Click here for full guidance**”.*

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](#)

[Click here for full 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.

Step 3: Click on “**New Subscription**”

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

[Click here for full 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.

Step 4: Select the payment period and the language that you prefer. Click on “**Save**”.

*Note: The language you select here will apply only to Statements of Benefits. It will not affect the language used in other areas of the MSS portal. To update your general MSS language preference, please go to the “Account” tab located in the top right corner of your MSS portal.*

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

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01 Jan - 31 Dec

English

Save Cancel

### General Guidance

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Click here for full guidance

Step 5: A confirmation message will appear at the top confirming the language and period you selected. *Note: You only need to subscribe once to receive your annual Statement of Benefits automatically. After subscribing, your statement will be issued each year and made available in your MSS portal under “Documents - View Existing Documents.” There is no need to submit additional requests, unless you wish to update the payment period or language for your annual statement.*

- 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.

Step 6: If you wish to make changes to your subscription, you can click on “**Edit**” and change the language and/or period.

- 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

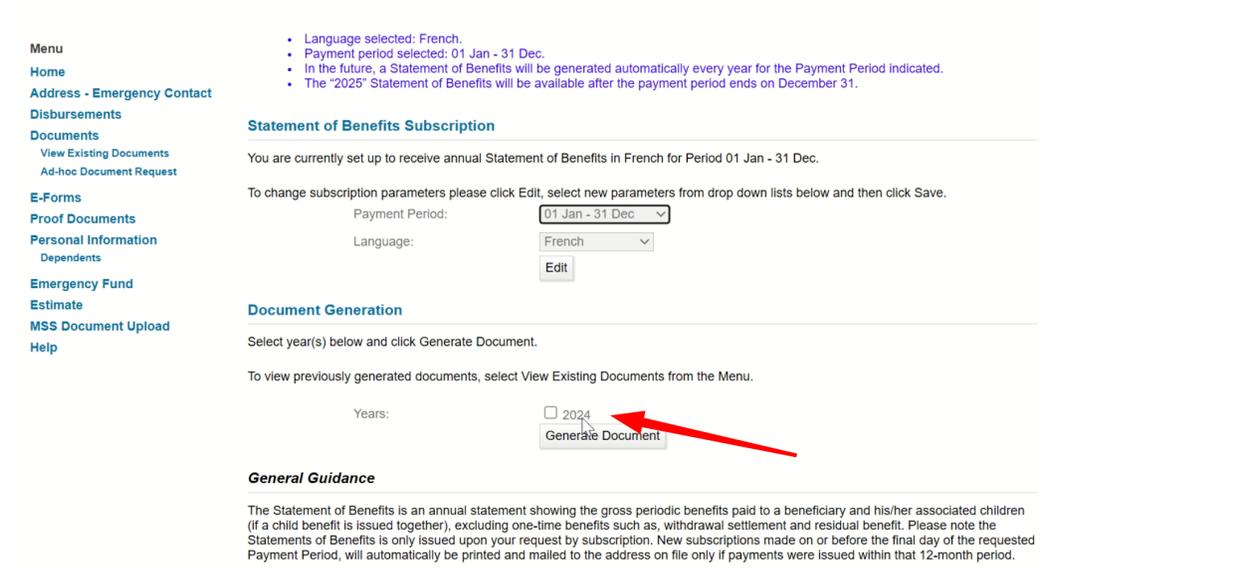
Select year(s) below and click Generate Document.

## 2. How to generate an ad-hoc Statement of Benefits for past periods

Follow Steps 1 to 6 above.

Step 7: To generate the Statement of Benefits for a previous year, scroll down to the **Document Generation** section. Select the year(s) you wish to generate a statement for and click on **“Generate Document”**.

*Note: You can only generate statements for the seven most recent years (if available), counted backward from your request date*



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.

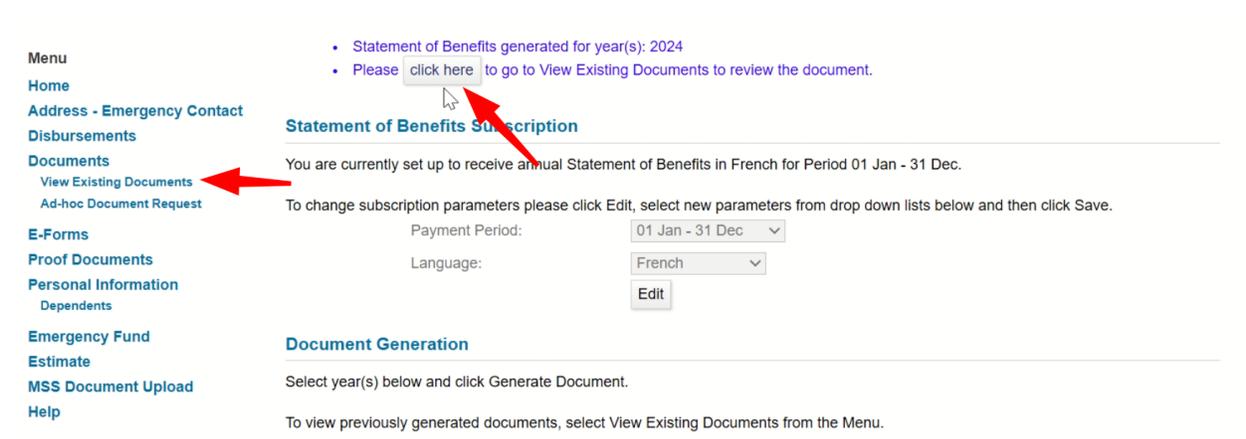
To view previously generated documents, select View Existing Documents from the Menu.

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.

Step 8: Once your statement is successfully generated, a confirmation message will appear at the top of the screen. To view your document, click on **“Click Here”** in the confirmation message, or go to the **“Documents”** section on the left-hand menu and select **“View Existing Documents”**.



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.

Step 9: Your generated Statement of Benefits will remain permanently available under the “**View Existing Documents**” tab in your MSS portal. You can access it at any time. To view it, simply click on the document of your choice – the applicable fiscal year (FY) will be listed under the “Recipient” field for easy 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	<a href="#">Details</a>
15 Apr 2025	 CO 001 - COLA Letter English		<a href="#">Details</a>
20 Jun 2024	 CE 002 - Certificate of Entitlement - Dep		<a href="#">Details</a>
19 Jun 2024	 MSS Registration Success		<a href="#">Details</a>
6 Jun 2024	 Entitlement Letter- Spouse		<a href="#">Details</a>