



## Cómo enviar una solicitud de validación en el MSS

Paso 1: Acceda a la página principal de MSS en: <https://member.unjspf.org/>

Paso 2: Inicie una sesión en MSS.

Paso 3: Haga clic en “**Validate**”.

Welcome to UNJSPF Member Self-Service (MSS)

Search MSS-related resources

Access your pension information, documents, and self-service tools securely in one place. Use the menus above or search to get started.

By using MSS, you agree to the Terms of Service, available on the Fund's [About Member Self-Service \(MSS\)](#) page.

For comprehensive pension information, visit the [UNJSPF – United Nations Joint Staff Pension Fund](#) website.

**My Information**

- Personal Details
- Dependents

**My Records**

- Payment Records
- Annual Pension Statement
- Official UNJSPF Documents
- Key Documents Tracker
- Submitted Documents

**My Pension Self-Service**

- Generate an Estimate
- Upload a Document/Form
- Download Official UNJSPF Forms
- Validate**
- Restore
- Transfer-In
- Online Submission of Benefit Elections and Payment Instruction

#### Paso 4: Lea las instrucciones y haga clic en “Add”.

Home > Validate

Search MSS

### Validate

Validation of prior non contributory service (Article 23 of the UNJSPF Regulations and Section E of the UNJSPF Administrative Rules)

Validation under Article 23 is optional and applies to participants who previously worked for a UNJSPF member organization during a period when they were not yet eligible to participate in the Fund. Validation allows such service to be counted as contributory service, subject to payment of your share of pension contributions for the period validated.

To be considered, the Fund must receive your expression of interest:

- within one (1) year of the start or restart of your participation in the Fund, or
- before your separation from service, whichever comes first. Requests submitted after this period cannot be accepted.

Before submitting, please ensure that you are within the 12-month eligibility window.

More information is available on the Validation webpage and in Article 23 of the UNJSPF Regulations and Administrative Rules.

How to submit a Validation request

1. Click Add to enter the start and end dates of the period(s) you wish to validate.
2. Complete all required fields and click Add.
3. Repeat for each additional period.
4. Click Submit to proceed.

Once submitted your request cannot be modified.

Your request will be reviewed by the responsible pension office, which will confirm eligibility and contact you if needed.

For an overview of the process, please consult the "Validation journey map" available on the [Validation webpage](#).

Need help?  
If you have questions about this process, please [contact us](#).

\* Indicates required

Requested for  
VvunfR RVRD8C dRNe CqnmvniVR

\*Pension number  
111111

\*Add validation records

**Add** Remove All

Actions	Start date	End date	Duty station	Reporting entity	Index number
No data to display					

#### Paso 5: Aparecerá una ventana emergente. Introduzca la fecha de inicio y de fin del período que desea validar, el lugar de destino (Duty station) en la que prestó servicio y la entidad declarante (Reporting entity). Haga clic en “Add”.

Add Row

\* Start date  
DD-MM-YYYY

\* End date  
DD-MM-YYYY

\* Duty station

\* Reporting entity  
UN-HEADQUARTERS - United Nations - U...

Index number  
xxxxxxxx

Cancel Add

Paso 6: El período que añadió debería aparecer en la lista de registros de validación. Use la columna “Actions” si desea editarlo o eliminarlo.

\* Indicates required



Requested for

VvunfR RVRDbC dRNc CqnmvnVR

\* Pension number

\* Add validation records

Add Remove All

Actions	Start date	End date	Duty station	Reporting entity	Index number
 	01-02-2018	01-12-2018	Switzerland : GENEVA	CTBTO - Comprehensive Nuclear-test-ban Treaty Organization - CTBTO	xxxxxxxx

On-Going Cases

No open cases found

Paso 7: Una vez finalizado, haga clic en “Submit”.

Home > Validate

Search MSS

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Submit

Required information

Pension number

Paso 8: Aparecerá la siguiente pantalla, que confirma si su solicitud se envió o si no cumplió los requisitos de validación.

Home > MSS Submission

Number: CS0110881      Created: just now      Updated: just now      State: New

### Validation request submitted for user VvunfR RVRDbC dRNc CqnmvnVR

Priority: 4 - Standard      Member Organization: UN-HEADQUARTE...      Requested for: VvunfR RVRDbC d...

Activity      Attachments

Rich text editor toolbar: Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Image, Source Code.

Send

VC VvunfR RVRDbC dRNc CqnmvnVR      just now • Client Visible Formal Notes

Validation Requirements not met. The date of submission is more than one year after your most recent entry date into the Fund