



How to submit a validation request in Member Self-Service

Step 1: Access the MSS landing page at: <https://member.unjspf.org/>

Step 2: Log in MSS.

Step 3: Click on **Validate**.

A screenshot of the UNJSPF Member Self-Service (MSS) landing page. The page has a blue header with the text 'Welcome to UNJSPF Member Self-Service (MSS)'. Below the header is a search bar with the placeholder text 'Search MSS-related resources'. Underneath the search bar, there is a paragraph of text: 'Access your pension information, documents, and self-service tools securely in one place. Use the menus above or search to get started.' This is followed by another paragraph: 'By using MSS, you agree to the Terms of Service, available on the Fund's About Member Self-Service (MSS) page.' The final paragraph reads: 'For comprehensive pension information, visit the UNJSPF – United Nations Joint Staff Pension Fund website.'

A screenshot of the UNJSPF Member Self-Service (MSS) navigation menu. The menu is organized into three main columns. The first column, titled 'My Information', contains 'Personal Details' and 'Dependents'. The second column, titled 'My Records', contains 'Payment Records', 'Annual Pension Statement', 'Official UNJSPF Documents', 'Key Documents Tracker', and 'Submitted Documents'. The third column, titled 'My Pension Self-Service', contains 'Generate an Estimate', 'Upload a Document/Form', 'Download Official UNJSPF Forms', 'Validate', 'Restore', 'Transfer-In', and 'Online Submission of Benefit Elections and Payment Instruction'. A red arrow points from the 'Validate' button in the third column to the right.

Step 4: Read the instructions and click on **"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 RVRDc dRNe CqnmvVR

*Pension number
111111

*Add validation records

Add Remove All

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

Step 5: A pop-up box will appear. Enter the start and end date of the period you wish to validate, the duty station you served and the reporting entity. Click on **"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

Step 6: The period you added should appear under in the validation records list. Use the Actions column if you wish to edit or delete it.



* 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

Step 7: Once done, click on "Submit".

Home > Validate

Search MSS

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Submit

Required information

Pension number

Step 8: The following screen will appear confirming whether your request was submitted or if it failed to meet the validation requirements.

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, Text color, Background color, 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