



## Cómo enviar una solicitud del Fondo de Emergencia 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 **"Apply for Emergency Fund Assistance"**.

The screenshot shows the "Welcome to UNJSPF Member Self-Service (MSS)" page. At the top, there is a search bar labeled "Search MSS-related resources" with a magnifying glass icon. Below 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." Another paragraph follows: "By using MSS, you agree to the Terms of Service, available on the Fund's [About Member Self-Service \(MSS\)](#) page." A final paragraph states: "For comprehensive pension information, visit the [UNJSPF – United Nations Joint Staff Pension Fund](#) website."

The main content area is divided into three columns of service options, each with a header and a list of buttons:

- My Information** (person icon):
  - Personal Details
  - Contact Details & Emergency Contact
- My Records** (wrench and screwdriver icon):
  - Payment Records
  - Certificate of Entitlement
  - Statement of Benefits
  - Official UNJSPF Documents
  - Key Documents Tracker
  - Submitted Documents
- My Pension Self-Service** (document icon with a question mark):
  - Generate a Two-Track Estimate
  - Upload a Document/Form
  - Download Official UNJSPF Forms
  - Apply for Emergency Fund Assistance** (highlighted with a red arrow)
  - Request or Generate Statement of Benefits

## Paso 4: Seleccione su tipo de Fondo de Emergencia.

Home > Emergency Fund Search MSS

### Emergency Fund

On this page, you may submit a request for Emergency Fund assistance. Before proceeding, please review the Emergency Fund information on our website to ensure you meet the eligibility conditions: [Emergency Fund - UNJSPF](#)

\* Indicates required

Requested for

\* Emergency Fund type

\* Emergency Fund Details

Actions	Currency	Amount	Expense Type	Amount USD	Other Expense Type Detail
No data to display					

Total Amount USD

\* I declare that all information, expenses, and supporting documents submitted as part of this Emergency Fund request are true, complete, and accurate and that the expenses declared represent actual costs incurred.


\* I understand that providing false or misleading information may affect the review of my request.

Add attachments

**Required information**

I declare that all information, expenses, and supporting documents submitted as part of this Emergency Fund request are true, complete, and accurate and that the expenses declared represent actual costs incurred.

I understand that providing false or misleading information may affect the review of my request.



Paso 5: Una vez que seleccione el tipo de Fondo de Emergencia, aparecerán opciones adicionales. La captura de pantalla a continuación es un ejemplo de lo que aparecerá si selecciona Gastos médicos, pero las preguntas y los documentos solicitados serán diferentes si selecciona otra opción. Asegúrese de responder todas las preguntas, completar los detalles del Fondo de Emergencia y cargar todos los documentos requeridos.

Home > Emergency Fund Search MSS

\* Indicates required

Requested for  
TncRVD uCHC

\*Emergency Fund type  
Medical Expense(s)

\* Are you, or the person on whose behalf you are applying, currently covered by any health insurance?  
-- None --

\*Emergency Fund Details

Add Remove All

Actions	Currency	Amount	Expense Type	Amount USD	Other Expense Type Detail
No data to display					

Total Amount USD

\* Medical Report \* Paid Invoices

Upload Upload

Note: To attach additional documents - other than Medical Reports or Paid Invoices - please use the Attachment icon in the Add attachments section below.

\* I declare that all information, expenses, and supporting documents submitted as part of this Emergency Fund request are true, complete, and accurate and that the expenses declared represent actual costs incurred.


\* I understand that providing false or misleading information may affect the review of my request.

Paso 6: Marque las casillas y cargue cualquier otro archivo adjunto si es necesario.

\* I declare that all information, expenses, and supporting documents submitted as part of this Emergency Fund request are true, complete, and accurate and that the expenses declared represent actual costs incurred.

\* I understand that providing false or misleading information may affect the review of my request.

Add attachments

 [Choose a file](#) or drag it here.  
Copy and paste clipboard files here.

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

Home > Emergency Fund Search MSS

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\* Indicates required

Requested for

\*Emergency Fund type

**Submit**

Required information

[Emergency Fund Details](#)

I declare that all information, expenses, and supporting documents submitted as part of this Emergency Fund request are true, complete, and accurate and that the expenses declared represent actual costs incurred.

I understand that providing false or misleading information may affect the review of my request.

Paso 8: Aparecerá la siguiente pantalla confirmando que la Caja ha recibido su solicitud.

Home > MSS Submission

Number  
CS0110827

Created  
9m ago

Updated  
9m ago

State  
New

### Emergency Funds request submitted for userTncRVD uCHC

Priority	Member Organization	Requested for
4 - Standard	UN-HEADQUARTE...	TncRVD uCHC

Activity Attachments

← → Paragraph **A** **B** *I* U [List icons] [Link icon] [Table icon] [Image icon] {i}

Send

**S** System 9m ago • Email received ✓

to: 000174538email@dummy.com

Subject: Case CS0110827 has been created • Short description: Emergency Funds request submitted for userTncRVD uCHC Thank you for contacting the United Nations Joint Staff Pension Fund (UNJSPF). Please be advised that this is an automated message to confirm that yo...

[Show full email](#)