

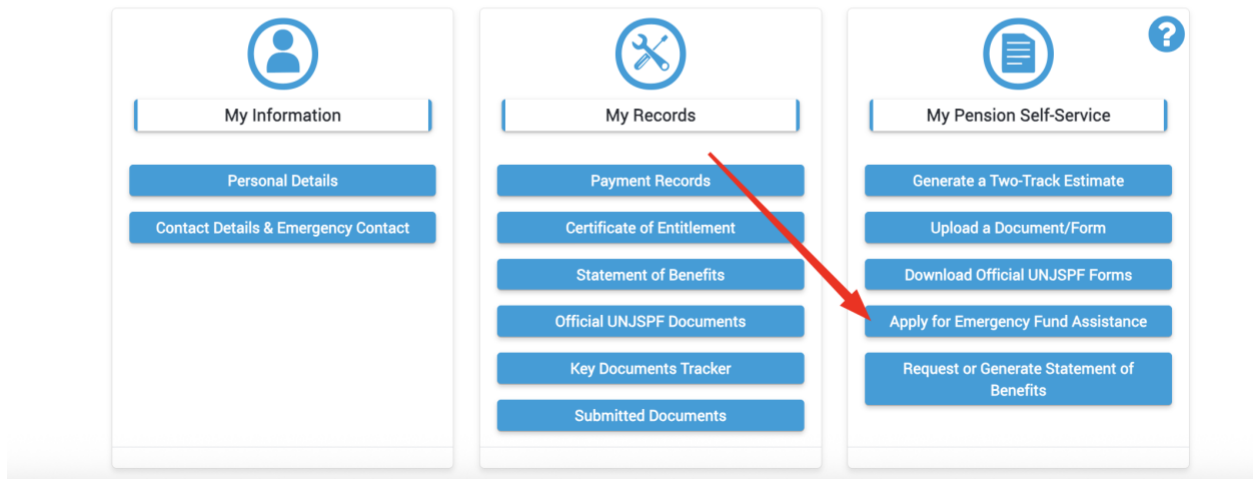
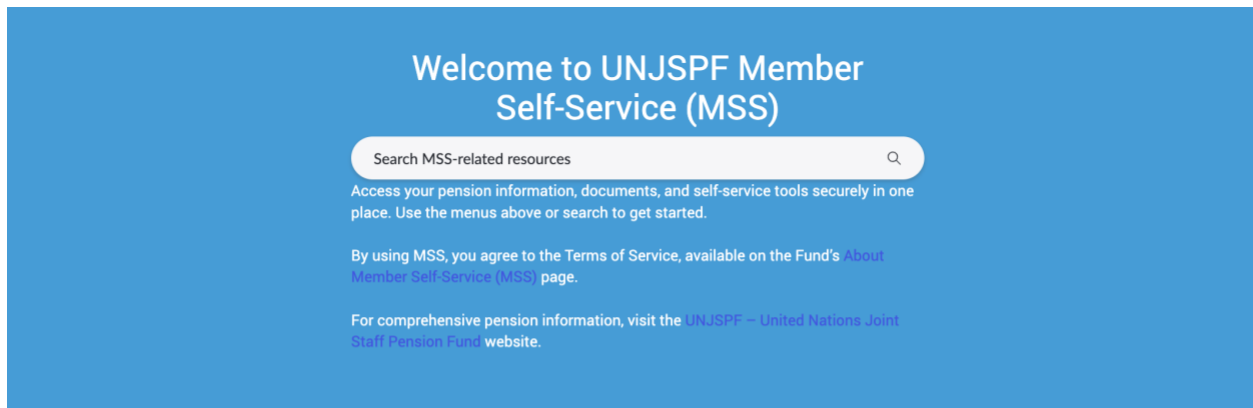


## How to submit an Emergency Fund request in Member Self-Service

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

Step 2: Log in MSS.

Step 3: Click on **Apply for Emergency Fund Assistance**.



## Step 4: Select your Emergency Fund type.

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.

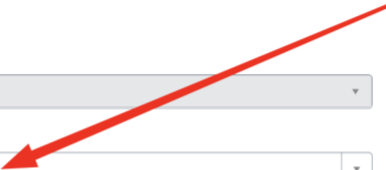
\* I understand that providing false or misleading information may affect the review of my request.

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.



Step 5: Once you select the type of Emergency Fund, further options will appear. The screenshot below is an example of what will appear if you select Medical Expense(s) but the questions and documents requested will be different from these if you select another option. Make sure you answer all the questions, fill out the Emergency Fund details and upload all the required documents.

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

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.

Step 6: Check the boxes and upload any other attachment if needed.

\* 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.

Step 7: Once done, click on “Submit”.

Home > Emergency Fund Search MSS

### Emergency Fund

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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.

Step 8: The following screen will appear confirming that the Fund has received your request.

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](#)