



How to submit benefit election and payment instruction 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 **Online submission of benefit election and payment instruction**.

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

The screenshot displays the Member Self-Service (MSS) interface, organized into three main columns:

- My Information** (represented by a person icon):
 - Personal Details
 - Dependents
- My Records** (represented by a wrench and screwdriver icon):
 - Payment Records
 - Annual Pension Statement
 - Official UNJSPF Documents
 - Key Documents Tracker
 - Submitted Documents
- My Pension Self-Service** (represented by a document icon and a question mark):
 - Generate an Estimate
 - Upload a Document/Form
 - Download Official UNJSPF Forms
 - Validate
 - Restore
 - Transfer In
 - Online Submission of Benefit Elections and Payment Instruction** (highlighted with an orange circle)

Step 4: A new window will pop. Click again on **Online Submission of Benefit Election and Payment Instruction**.

UNJSPF
United Nations Joint Staff Pension Fund

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- Online Submission of Benefit Election and Payment Instruction

Home

Welcome to the Online Submission Portal

This page provides access to the Fund's secure **Online Submission of Benefit Election and Payment Instructions** tool. Through the Member Self Service (MSS) portal, eligible participants can complete their benefit election process electronically — from reviewing their benefit options to submitting required documents.

Using the online tool, you will be able to:

- Review the benefit election or deferment options available to you
- Generate personalized retirement benefit estimates
- Enter or update your payment instructions (banking details)
- Upload supporting documents directly to the Fund, where they are treated as originals

To begin, select "**Online Submission of Benefit Election and Payment Instruction**" from the menu on the left.

News

Alerts

- Your dependent information has been updated in the Pension Fund record; Please review and if necessary direct queries about this change to your Executive Office.

Step 5: Select a **Separation Date** within the next three months.

- The estimate tool displays the benefit election options available to you under the Fund's Regulations and Rules, along with eligibility criteria.
- Please review these options carefully before making your final election.

Deferred Retirement Benefits

- The estimate provides values for your **Deferred Retirement Benefit** at your **Normal Retirement Age (NRA)** — typically age 60, 62, or 65.
- For values for earlier ages (e.g., 55 or 58), please contact the Fund via the Contact Us form.

Note: NRA refers to the age defined for pension purposes, which may differ from your Mandatory Age of Separation as determined by your employing organization's staff regulations. For more details, visit: <https://www.unjspf.org/for-clients/retirement-age-2/>.

Document Submission

Documents uploaded through the MSS Document Upload tab are considered **originals**. Physical originals are not required unless specifically requested by the Fund.

Submission Process (up to 9 steps)

1. Start Online Submission
2. Update address information
3. Choose between benefit election or deferment
4. Run an estimate to view available benefits and values
5. Adjust lump sum/monthly amount (if applicable)
6. Make your benefit election
7. Provide payment instructions
8. Upload supporting documents (PDF, JPG or JPEG format)
9. Review and submit

Once submitted and implemented, your benefit election becomes **final and irrevocable**. Carefully consider your options and their impact on you and your family.

Separation Date: dd/mm/yyyy Proceed

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
17						1	2
18	3	4	5	6	7	8	9

Step 6: Read the instructions and click on "Start Election"

Important:
You **cannot submit pension queries** via this feature. All queries must be submitted via the established channels on the Fund's Contact page.

Preparing Your Documents

- Prepare supporting documents (e.g., **passport, birth Certificate, marriage certificate**) in **PDF, JPG, or JPEG** format. No other file types are accepted.
- Keep documents in the same folder on your device for easy access.
- Upload documents **one by one** as individual files (**do not combine** multiple documents into one file).

Upload Guidelines

- Follow the instructions on each page carefully.
- All information you provide must be **true and complete**.
- Electronic submission without signature is allowed only if the Fund already holds your signature on file (e.g., Form A/2 or S/1). If no signature is on record, you will be prompted to upload a signed S/1 form.

System requirements
For best results:

- Use the latest versions of **Google Chrome, Mozilla Firefox, Internet Explorer (IE), or Microsoft Edge**.
- **Do not use Safari (Mac)**, as it can cause upload issues.


Important reminders

- If there is an issue with an uploaded document, the Fund will contact you at the **email associated with your MSS account**.
- You are solely responsible for the **choice, content, and accuracy** of any uploaded documents.
- A third party **cannot use this tool on your behalf** unless a **legal guardian** has been appointed.
- Please inform the Fund promptly of any **change of address or personal information**.
- You may **edit and resubmit your election** until your benefit has been calculated. After that, it will be **locked and sent to audit**.
- If there is any conflict between this tool and **UNJSPF Regulations & Rules**, the official Regulations & Rules will prevail.

Legal Information
The information provided via this tool is for your convenience. Legal compliance requires **accuracy and completeness** of your data. Guardianship rules and detailed legal terms can be found on the [Legal Guardianship & Estate page](#).

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Step 7: Click on "Edit Address".

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Click the 'Edit Address' button to enter or update the address you will use after separation.
Reminder: The address you provide here will be reflected in your official record.

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Step 2 of 9. Member Demographics

First Name: RqwRfsVv
Middle Name:
Last Name: VRdvqc HvICvC sR NCYHR

Official Mailing Address

Country: UNITED STATES OF AMERICA
Address Line 1:
Address Line 2:
Postal Code:
City:
State:
Phone Number:
Email Address:

Edit Address

Previous Click here to continue

Step 8: Complete the “Official Mailing Address” fields with your mailing address.

Pouch address changes
If you need to change a Pouch address, this cannot be done through this MSS address screen. Please follow these steps:
1. Go to the E-Forms tab in MSS and download Form PF23M.
2. Complete the form, date it, and sign it by hand.
3. Submit the form to the Fund either by:
• Electronically, via the MSS Document Upload tab,
or
• By postal mail to one of the Fund's official mailing addresses (see the [UNUSPF Contact Us webpage](#)).

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Edit Address

To update your mailing or emergency contact address, follow these steps:
1. Select **Update Mailing Address**.
• For your personal address: choose **Official Mailing Address**.
• For your emergency contact: choose **Emergency Contact**.
2. **Choose the country first**.
• This ensures the form fields are adjusted to match the country's address format.
3. **Enter all required fields**.
• For Emergency Contact, type the contact's name in the **Address 1** field.
• Complete the remaining fields as indicated.
When finished, click **Save** to confirm your updates.

Address/Emergency Contact

⇒ Official Mailing Address

Address 1:

Address 2:

Address 3:

City: NEW YORK

County: RENSSELAER

Country: UNITED STATES OF AMERICA

⇒ Emergency

Step 9: Complete the “Emergency” fields if you wish to provide an emergency address. This is optional.

Online Submission
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1. Select **update mailing address**.
• For your personal address: choose **Official Mailing Address**.
• For your emergency contact: choose **Emergency Contact**.
2. **Choose the country first**.
• This ensures the form fields are adjusted to match the country's address format.
3. **Enter all required fields**.
• For Emergency Contact, type the contact's name in the **Address 1** field.
• Complete the remaining fields as indicated.
When finished, click **Save** to confirm your updates.

Address/Emergency Contact

⇒ Official Mailing Address

Address 1: 123 TEST

Address 2:

Address 3:

City: NEW YORK NEW YORK 10001

County: NEW YORK

Country: UNITED STATES OF AMERICA

⇒ Emergency

Address 1:

Address 2:

Address 3:

City: NEW YORK

County: RENSSELAER

Country: UNITED STATES OF AMERICA

Step 10: Click on **“Save”** when you are done.

Online Submission
Online Submission of Benefit Election and Payment Instruction

1. Select **Update Mailing Address**.
 - For your personal address: choose **Official Mailing Address**.
 - For your emergency contact: choose **Emergency Contact**.
2. **Choose the country first**.
 - This ensures the form fields are adjusted to match the country's address format.
3. **Enter all required fields**.
 - For Emergency Contact, type the contact's name in the **Address 1** field.
 - Complete the remaining fields as indicated.

When finished, click **Save** to confirm your updates.

Address/Emergency Contact

Official Mailing Address

Address 1: 123 TEST
Address 2:
Address 3:
City: NEW YORK NEW YORK 10001
County: NEW YORK
Country: UNITED STATES OF AMERICA

Emergency

Address 1:
Address 2: 123 TEST
Address 3:
City: NEW YORK NEW YORK 10001
County: NEW YORK
Country: UNITED STATES OF AMERICA

Back Save

Step 11: Double check that your mailing address is correct. If you wish to change it, click on **“Edit Address”**. If it's all correct, click on **“Click here to continue”**.

Click the 'Edit Address' button to enter or update the address you will use after separation. Reminder: The address you provide here will be reflected in your official record.

Step 2 of 9. Member Demographics

First Name: RqwRtsVv
Middle Name:
Last Name: VRdvvqC HvFCVnC sR NCYHR

Official Mailing Address

Country: UNITED STATES OF AMERICA
Address Line 1: 123 TEST
Address Line 2:
Postal Code: 10001-0000
City: NEW YORK
State: NEW YORK
Phone Number:
Email Address:
[Edit Address](#)

[Previous](#) [Click here to continue](#)

Step 12: You will be asked to make a choice between delaying your benefit decision for up to 36 months or submitting your benefit election. Click on the option you wish to make.

The steps from this point onwards in the process will be different depending on what you selected.

Please **continue reading** if you selected **I want to delay my decision for up to 36 months**.
Skip to Page 10 if you clicked on **I am ready to submit my election**.

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Step 3 of 9. Deferment of choice or payment under Article 32

UNJSPF ID: 000293522 Separation Date: 30/06/2026

This page allows you to postpone making your benefit decision for up to 36 months.

Under Article 32, you may postpone your benefit election or payment instructions for up to 36 months. This is called a deferment of choice or payment.

It is very important that you return before the 36-month period ends to make your benefit election.

If you do not do so, the Fund will automatically grant you a deferred retirement benefit.

I want to delay my decision for up to 36 months

I am ready to submit my election

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Step 3 of 9. Deferment of choice or payment under Article 32

UNJSPF ID: 000293522 Separation Date: 31/03/2026

This page allows you to postpone making your benefit decision for up to 36 months.

Under Article 32, you may postpone your benefit election or payment instructions for up to 36 months. This is called a deferment of choice or payment.

It is very important that you return before the 36-month period ends to make your benefit election.

If you do not do so, the Fund will automatically grant you a deferred retirement benefit.

I want to delay my decision for up to 36 months

I am ready to submit my election

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1. DELAYING DECISION

Step 13: You will see a list of required documents. Click on **“Choose File”** and then **“Upload”**.

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Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click **“Choose File”** to pick a document from your device, then click **“Upload”**.
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

ID.pdf

Step 14: Once you upload your document, select the **Description** on the drop-down list.

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Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click **“Choose File”** to pick a document from your device, then click **“Upload”**.
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

No file chosen

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	<input type="text" value="ID.pdf"/>

S1 - Signature Specimen Form
Bank Document (RIB, Top Part of Bank Statement)
Copy of Birth Certificate of Children under 21
Copy of Marriage Certificate/Divorce Certificate
Copy of Passport or ID
Copy of Passport or ID of Spouse
Others

Step 15: Once you are done uploading the documents, click on **"Next"**.

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Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID

Files

MSS Document Upload - 3 Easy Steps:

- Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
- Add details:** In the Description field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
- Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID

Previous Next

Step 16: Review your demographic information and click on **"Next"**.

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Step 9 of 9. Review and Submit

Demographic Information

First Name:	RqvwRtsVv	Country:	UNITED STATES OF AMERICA
Middle Name:		Postal Code:	10001-0000
Last Name:	VRdvqQC HvFCVnC sR NCYHR	DOB:	
Suffix:		Age:	54
Unique ID:		Gender:	Male
Current Nationality:	BRAZIL	Marital Status:	Married
Entry Date:	1 Apr 2012	Participation Status:	Active Participant
Address Line 1:	123 TEST	Language:	English
Address Line 2:		Date of Separation:	30 Jun 2026
City:	NEW YORK	Phone:	
		Email Address:	

Benefit Elected: Deferment Under Article 32

Uploaded Documents: Copy of Passport or ID

Edit Demographics
Edit Benefit Election
Edit Upload Documents

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Step 17: Review the information, check the **Attestation** box and click on **“Click here to confirm and submit”**.

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Step 9 of 9. Final Confirmation

Information:
Under Article 32, you may postpone your benefit election or payment instructions for up to **36 months**. This is called a deferment of choice or payment.

It is very important that you return **before the 36-month period ends** to make your benefit election.

If you do not do so, the Fund will automatically grant you a **deferred retirement benefit**.

ATTESTATION:
 I ATTEST HAVING READ THE INFORMATION ABOVE WITH RESPECT TO THE DEFERMENT UNDER ARTICLE 32 AND UNDERSTAND THAT I AM EXPECTED TO SUBMIT A BENEFIT ELECTION WITHIN 36 MONTHS OF MY SEPARATION FROM SERVICE.

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Click here to confirm and submit

Step 18: The following confirmation screen will appear. You have completed the process.

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Step 9 of 9. Online Submission Confirmation

Thank you for submitting your benefit election and payment instructions through the MSS Online Submission tool.

Next steps

- The Fund will begin processing once your employing organization submits:
 - The **Separation Personnel Action Form (SEPPA)**, and
 - The **Separation Notification Form (final clearance)**.
- After these forms are received, your submission will be reviewed, and your entitlement will be processed within **15 working days**.
- The Fund may contact you if additional documents or clarifications are required.

Where to find your submission

- A copy of your submission is stored in the **“Official UNJSPF Documents”** file on your Member Self Service home page.

Changing your submission

- You may submit a new election or payment instruction at any time before your case is finalized.
- Each new submission will **replace all previous submissions**.
- Once your case has been **calculated and sent to audit**, your submission will be locked, and your election will be irrevocable.

Status update

- Your Separation Notification was received on **14 Aug 2018**.
- We have received your **deferment of choice** and wish to inform you that it will **expire 36 months** from your date of separation.

If you do not submit your benefit election by that date, you will be **deemed to have elected a deferred retirement benefit**. Please note that **no interest accrues** during the deferment period.

Should you resume participation in the Fund within the 36-month deferment period from your date of separation, your participation will be considered **continuous**, provided that **no benefit has been paid** to you.

The **right to any benefit** - including retirement, early retirement, deferred retirement, disability, widow's or widower's, divorced surviving spouse's, child's, or secondary dependent's benefit - will be **forfeited** if, for **five years after the first payment becomes due**, the beneficiary fails to submit payment instructions or refuses to accept payment.

View/Download a copy of your submission in the **“Official UNJSPF Documents”** file on your Member Self Service home page.

Thank you,
United Nations Joint Staff Pension Fund – Operations Services

2. SUBMITTING YOUR BENEFIT ELECTION

Step 13: After clicking on **I am ready to submit my election**, you will see a pension estimate showing you the benefit options available to you, so you can make an informed decision. After reviewing the estimate, click on **“Next”**.

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Step 4 of 9. Pension Estimate Results

UNJSPF ID: [REDACTED]

Separation Date: 30/06/2026

Important Information

- This estimate is unaudited and based on data provided by your employing organization.
- Final benefit amounts will only be determined after separation, once all data has been audited.
- Breaks in service, part-time service, or leave without pay may not be reflected in the automatically generated estimate.

If you have any questions about this estimate, please contact the Fund using the UNJSPF Contact Form.

Please note:

- Your actual entitlement will be calculated based on the total contributory service up to your confirmed separation date.
- In some cases, you may still be able to generate an estimate after you have separated from service.
- If you do so, ensure that the separation date entered in the estimate tool is not later than your actual separation date, as this will produce an unrealistic estimate.

Estimate results: options available based on 30/06/2026 separation date

Full Early Retirement	Estimated Monthly	\$2,776.74
Reduced Early Retirement with Maximum LS		
1) Reduced Monthly Pension	Estimated Monthly	\$1,347.00
2) Maximum Lumpsum	Estimated	\$243,743.66
Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
Withdrawal Settlement	Estimated	\$454,988.98

Previous Next

If you select a **Withdrawal Settlement**, continue reading.
If you select an **Early or Full retirement**, go to **Page 18**.
If you select a **Deferred retirement**, go to **Page 25**.

2.1 Withdrawal Settlement

Step 14: Click on “Next” again.

Online Submission of Benefit Election and Payment Instruction

THE GENERAL SERVICE BOARD ON THE BEHALF OF THE UNITED STATES DEPARTMENT OF DEFENSE (GSRB) HAS REVIEWED YOUR BENEFIT ELECTION AND HAS DETERMINED THAT YOU ARE ELIGIBLE TO RECEIVE THE BENEFIT YOU HAVE THE OPTION TO SELECT A SMALLER LUMP-SUM AMOUNT THAN THE MAXIMUM ALLOWED.

UNJSPF ID: [REDACTED]
Pension Application: [REDACTED]
Separation Date: 30 Jun 2026

Adjust Your Estimate (Optional)

Leave both fields blank to use the maximum lump-sum amount. You may enter a smaller lump sum or a higher monthly pension if you wish to customize your estimate.

Enter Fixed Lumpsum: [] Leave blank to apply the maximum fixed lump sum
Or
Enter Monthly Pension: [] Enter a higher amount if you wish to increase your monthly pension instead

Estimate Results

Full Early Retirement	Estimated Monthly	\$2,776.74
Reduced Early Retirement with Maximum LS 1) Reduced Monthly Pension 2) Maximum Lumpsum	Estimated Monthly	\$1,347.00
	Estimated	\$243,743.66
Reduced Early Retirement with Fixed LS 1) Reduced Monthly Pension 2) Fixed Lumpsum	Estimated Monthly	\$1,347.00
	Estimated	\$243,743.66
Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
Withdrawal Settlement	Estimated	\$454,988.98

Step 15: Check the **Withdrawal Settlement** box and then click on “Next”.

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Step 6 of 9. Benefit Election

Before Making an election, please click on this [here](#) to read more about each one of the options below.

Once you have reviewed and understood the benefit options available to you, please select one of the choices below.

Estimate results: options available based on 30/06/2026 separation date

Full Early Retirement Estimated Monthly \$2,776.74

Reduced Early Retirement with Maximum LS
1) Reduced Monthly Pension Estimated Monthly \$1,347.00
2) Maximum Lumpsum Estimated \$243,743.66

Reduced Early Retirement with Fixed LS
1) Reduced Monthly Pension Estimated Monthly \$1,347.00
2) Fixed Lumpsum Estimated \$243,743.66

Deferred Retirement Benefit Estimated Monthly from age 62 \$4,787.48

Withdrawal Settlement Estimated \$454,988.98

Step 16: Select Currency of payment.

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

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Benefit Election: Withdrawal Settlement

Select Currency of Payment: **Select Currency** Select the Country where Payment is to be made: **Select Country**

Important:

- One time payment amount
- If you choose another currency

Next steps:

- Enter your bank details in
- Click "Verify PI" to validate
- Prepare a PDF document

Bank Name:

Branch Name:

Bank Address Line 1:

Bank Address Line 2 (Optional):

Bank City:

Postal Code:

Country:

Bank Identification Code/Routing Number:

Account Number/IBAN:

Verify PI

Select Currency

- ALL
- AMD
- ANG
- AOA
- AUD
- AWG
- AZN
- BAM
- BBD
- BHD
- BIF
- BMD
- BND
- BSD
- BWP
- BZD

SD.
will be done by our paying bank using the daily exchange rate.

Bank Country field will already be pre-populated based on your earlier selection above.
for payment instructions.
official wire transfer instructions. You will be asked to upload this document at the next step.

Step 17: Select the Country where payment is to be made.

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

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Benefit Election: Withdrawal Settlement

Select Currency of Payment: **USD** Select the Country where Payment is to be made: **Select Country**

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using

Next steps:

- Enter your bank details in the fields below. The Bank Country field will already be pre
- Click "Verify PI" to validate the structure of your payment instructions.
- Prepare a PDF document with your bank's official wire transfer instructions. You will

Bank Name:

Branch Name:

Bank Address Line 1:

Bank Address Line 2 (Optional):

Bank City:

Postal Code:

Country:

Bank Identification Code/Routing Number:

Account Number/IBAN:

Select Country

- AFGHANISTAN
- ALAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN

Step 18: Add your bank details.

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Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using the daily exchange rate.

Next steps:

- Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
- Click "Verify PI" to validate the structure of your payment instructions.
- Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:	<input type="text"/>
Branch Name:	<input type="text"/>
Bank Address Line 1:	<input type="text"/>
Bank Address Line 2 (Optional):	<input type="text"/>
Bank City:	<input type="text"/>
Postal Code:	<input type="text"/>
Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Bank Identification Code/Routing Number:	<input type="text"/>
Account Number/IBAN:	<input type="text"/>

Step 19: Once you are done, click on **Verify PI** and then click on **"Next"**

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using the daily exchange rate.

Next steps:

- Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
- Click "Verify PI" to validate the structure of your payment instructions.
- Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:	<input type="text" value="UNFCU"/>
Branch Name:	<input type="text" value="MAIN"/>
Bank Address Line 1:	<input type="text" value="24-01 44TH RD"/>
Bank Address Line 2 (Optional):	<input type="text"/>
Bank City:	<input type="text" value="LIC"/>
Postal Code:	<input type="text" value="11101"/>
Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Bank Identification Code/Routing Number:	<input type="text" value="226078609"/>
Account Number/IBAN:	<input type="text"/>

Step 20: Enter any additional bank information. If the payment is to be done to an account in the United States, also select **Account Type**. Click on **“Next”**.

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

PLEASE ENTER ANY ADDITIONAL INFORMATION BELOW TO HELP ENSURE STRAIGHT-THROUGH PROCESSING OF YOUR PAYMENT.
FOR PAYMENTS IN USD OR WITHIN THE UNITED STATES, SELECTING AN ACCOUNT TYPE IS REQUIRED.

If your name at your Bank is different from the one on your Fund's records, please enter the name at your bank

Account Properties:

First Name:
Middle Name:
Last Name:
Additional Information Required:

Please Select Account Type:
If your Account is held at a Financial Institution (such as UNESCO, USLS, AMFIE or UNSSCA, Please provide the following:
Name of the Financial Institution:
Account Reference with the Financial Institution:

Additional Payment Information if known:
Name of the Correspondent Bank:
City and Country of the Correspondent Bank:
Bank Identification Code of the Correspondent Bank:

Step 21: You will see a list of required documents. Click on **“Choose File”** and then **“Upload”**.

Menu
Home
Online Submission
Online Submission of Benefit Election and Payment Instruction

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

No file chosen

Step 22: Once you upload your documents, select the **Description** on the drop-down list.

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Online Submission
Online Submission of Benefit
Election and Payment Instruction

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	
<input type="checkbox"/>	Bank Document.pdf	S1 - Signature Specimen Form Bank Document (RIB, Top Part of Bank Statement) Copy of Birth Certificate of Children under 21 Copy of Marriage Certificate/Divorce Certificate Copy of Passport or ID Copy of Passport or ID of Spouse Others

Step 23: Once you are done, click on "Next".

United Nations Joint Staff Pension Fund

Welcome RqwwRfsVv VRdvqqC HvfcVnC sR NcYHR 03/05/2026

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID
<input type="checkbox"/>	Bank Document.pdf	Bank Document (RIB, Top Part of Bank Statement)

Previous Next

Step 24: Review your demographic information and click on “Next”.

Step 9 of 9. Review and Submit Exit e-Pension

Demographic Information

First Name:	RqwRfsVv	Country:	UNITED STATES OF AMERICA
Middle Name:		Postal Code:	10001-0000
Last Name:	VRdvqqC HvfcVnC sR NCYHR	DOB:	
Suffix:		Age:	54
Unique ID:		Gender:	Male
Current Nationality:	BRAZIL	Marital Status:	Married
Entry Date:	1 Apr 2012	Participation Status:	Active Participant
Address Line 1:	123 TEST	Language:	English
Address Line 2:		Date of Separation:	30 Jun 2026
City:	NEW YORK	Phone:	
		Email Address:	

[Edit Demographics](#)

Benefit Elected: **Withdrawal Settlement** [Edit Benefit Election](#)

Payment Instructions - Lump Sum: **USD Payment to UNITED STATES OF AMERICA**

Uploaded Documents: **Copy of Passport or ID
Bank Document (RIB, Top Part of Bank Statement)** [Edit Upload Documents](#)

[Previous](#) [Next](#)

Step 25: Review the information, check the **Attestation** box and click on “Click here to confirm and submit”.

United Nations Joint Staff Pension Fund

Welcome RqwRfsVv VRdvqqC HvfcVnC sR NCYHR 03/05/2026

Step 9 of 9. Final Confirmation

Information:
A **Withdrawal Settlement** is a **one-time payment** that ends all your pension rights with the Fund. Once the payment has been made, **no changes to your benefit election can be accepted.**

The amount shown in this submission is an **unaudited estimate**, based on the information available to the Fund at the time of calculation. The final amount may differ once your entitlement is fully reviewed and confirmed.

ATTESTATION:
 I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE REGARDING THE WITHDRAWAL SETTLEMENT AND THAT I ACCEPT THAT NO CHANGE IN MY ELECTION WILL BE POSSIBLE ONCE THE PAYMENT HAS BEEN MADE.

[Previous](#) [Click here to confirm and submit](#)

Step 26: The following confirmation screen will appear. You have completed the process.

Welcome RqvwRfIsVv VRdvqQC Hv1CVnC sR NCYHR 03/05/2026

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Home
Online Submission
Online Submission of Benefit Election and Payment Instruction

Step 9 of 9. Online Submission Confirmation

Thank you for submitting your benefit election and payment instructions through the MSS Online Submission tool.

Next steps

1. The Fund will begin processing once your employing organization submits:
 - The **Separation Personnel Action Form (SEPPA)**, and
 - The **Separation Notification Form (final clearance)**.
2. After these forms are received, your submission will be reviewed, and your entitlement will be processed within **15 working days**.
3. The Fund may contact you if additional documents or clarifications are required.

Where to find your submission

- A copy of your submission is stored in the "**Official UNJSPF Documents**" tile on your Member Self Service home page.

Changing your submission

- You may submit a new election or payment instruction at any time before your case is finalized.
- Each new submission will **replace all previous submissions**.
- Once your case has been **calculated and sent to audit**, your submission will be locked, and your election will be irrevocable.

Status update

- Your Separation Notification was received on **14 Aug 2018**.

View/Download a copy of your submission in the "**Official UNJSPF Documents**" tile on your Member Self Service home page.

Thank you.
United Nations Joint Staff Pension Fund – Operations Services

[Click here to go back to the Online Submission Home Page](#)

2.2 Early or Normal Retirement

Step 14: If you are electing a Normal Retirement or Early Retirement, there is the option to adjust your estimate by entering either a fixed lump sum amount or monthly pension amount. If you wish to do so, enter your preferences in the designated fields.

Step 5 of 9. Adjust Your Pension Estimate (Optional)

The pension estimate shown on the previous screen reflected the maximum lump-sum amount available. On this screen, you have the option to select a smaller lump-sum amount than the maximum allowed.

UNJSPF ID:
Pension Application:
Separation Date: 30 Jun 2026

Adjust Your Estimate (Optional)

Leave both fields blank to use the maximum lump-sum amount. You may enter a smaller lump sum or a higher monthly pension if you wish to customize your estimate.

Enter Fixed Lumpsum: Leave blank to apply the maximum fixed lump sum
Or
Enter Monthly Pension: Enter a higher amount if you wish to increase your monthly pension instead

Estimate Results

Full Early Retirement	Estimated Monthly	\$2,776.74
-----------------------	-------------------	------------

Step 15: Select your **benefit option** and then click on **“Next”**.

Step 6 of 9. Benefit Election

Before Making an election, please click on this here to read more about each one of the options below.

Once you have reviewed and understood the benefit options available to you, please select one of the choices below.

Estimate results: options available based on 30/06/2026 separation date

<input type="radio"/> Full Early Retirement	Estimated Monthly	\$2,776.74
<input checked="" type="radio"/> Reduced Early Retirement with Maximum LS	Estimated Monthly	\$1,347.00
1) Reduced Monthly Pension	Estimated	\$243,743.66
2) Maximum Lumpsum	Estimated	\$243,743.66
<input type="radio"/> Reduced Early Retirement with Fixed LS	Estimated Monthly	\$1,347.00
1) Reduced Monthly Pension	Estimated	\$243,743.66
2) Fixed Lumpsum	Estimated	\$243,743.66
<input type="radio"/> Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
<input type="radio"/> Withdrawal Settlement	Estimated	\$454,988.98

Step 16: Select Currency of payment.

Welcome RqvwRfsVv VRdvvqC HvtCVnC sR NCYHR 03/05/2026

Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

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Online Submission
Online Submission of Benefit Election and Payment Instruction

Benefit Election: Withdrawal Settlement

Select Currency of Payment: **Select Currency** Select the Country where Payment is to be made: **Select Country**

Important:

- One time payment amount
- If you choose another currency

Next steps:

- Enter your bank details in
- Click "Verify PI" to validate
- Prepare a PDF document

Bank Name:

Branch Name:

Bank Address Line 1:

Bank Address Line 2 (Optional):

Bank City:

Postal Code:

Country:

Bank Identification Code/Routing Number:

Account Number/IBAN:

Verify PI

Select Currency

- ALL
- AMD
- ANG
- AOA
- AUD
- AWG
- AZN
- BAM
- BBD
- BHD
- BIF
- BMD
- BND
- BSD
- BWP
- BZD

SD.
will be done by our paying bank using the daily exchange rate.

Bank Country field will already be pre-populated based on your earlier selection above.
for payment instructions.
official wire transfer instructions. You will be asked to upload this document at the next step.

Step 17: Select the Country where payment is to be made.

Welcome RqvwRfsVv VRdvvqC HvtCVnC sR NCYHR 03/05/2026

Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Menu
Home
Online Submission
Online Submission of Benefit Election and Payment Instruction

Benefit Election: Withdrawal Settlement

Select Currency of Payment: **USD** Select the Country where Payment is to be made: **Select Country**

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using

Next steps:

- Enter your bank details in the fields below. The Bank Country field will already be pre
- Click "Verify PI" to validate the structure of your payment instructions.
- Prepare a PDF document with your bank's official wire transfer instructions. You will

Bank Name:

Branch Name:

Bank Address Line 1:

Bank Address Line 2 (Optional):

Bank City:

Postal Code:

Country:

Bank Identification Code/Routing Number:

Account Number/IBAN:

Select Country

- AFGHANISTAN
- ALAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN

Step 18: Add your bank details.

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Online Submission of Benefit Election and Payment Instruction

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using the daily exchange rate.

Next steps:

1. Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
2. Click "Verify PI" to validate the structure of your payment instructions.
3. Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:	<input type="text"/>
Branch Name:	<input type="text"/>
Bank Address Line 1:	<input type="text"/>
Bank Address Line 2 (Optional):	<input type="text"/>
Bank City:	<input type="text"/>
Postal Code:	<input type="text"/>
Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Bank Identification Code/Routing Number:	<input type="text"/>
Account Number/IBAN:	<input type="text"/>

Step 19: Once you are done, click on **Verify PI** and then click on **Next**.

Welcome RqvwRfsVv VRdvvqC HfVCvNc sR NCYHR 03/05/2026

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Online Submission
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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using the daily exchange rate.

Next steps:

1. Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
2. Click "Verify PI" to validate the structure of your payment instructions.
3. Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:	<input type="text" value="UNFCU"/>
Branch Name:	<input type="text" value="MAIN"/>
Bank Address Line 1:	<input type="text" value="24-01 44TH RD"/>
Bank Address Line 2 (Optional):	<input type="text"/>
Bank City:	<input type="text" value="LIC"/>
Postal Code:	<input type="text" value="11101"/>
Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Bank Identification Code/Routing Number:	<input type="text" value="226078609"/>
Account Number/IBAN:	<input type="text"/>

Step 20: Enter any additional bank information. If the payment is to be done to an account in the United States, also select **Account Type**. Click on **“Next”**.

Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

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Home
Online Submission
Online Submission of Benefit Election and Payment Instruction

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

PLEASE ENTER ANY ADDITIONAL INFORMATION BELOW TO HELP ENSURE STRAIGHT-THROUGH PROCESSING OF YOUR PAYMENT. FOR PAYMENTS IN USD OR WITHIN THE UNITED STATES, SELECTING AN ACCOUNT TYPE IS REQUIRED.

If your name at your Bank is different from the one on your Fund's records, please enter the name at your bank

Account Properties:

First Name:
Middle Name:
Last Name:
Additional Information Required:
Additional Payment Information if known:
Name of the Correspondent Bank:
City and Country of the Correspondent Bank:
Bank Identification Code of the Correspondent Bank:

Please Select Account Type:
If your Account is held at a Financial Institution such as UNESCO USLS, AMFIE or UNSSCA, Please enter the following:
Name of the Financial Institution:
Account Reference with the Financial Institution:

Previous

Step 21: If you selected to also be paid a lump sum, you will also need to provide banking instructions for where you want to receive your lump sum. If the account is the same one you entered for your regular benefit, just check the box **“Apply the same instruction for Lumpsum”**. Otherwise, add the banking details (follow the same steps as above).

Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - MONTHLY

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Online Submission
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Benefit Election: Early Retirement with Maximum Lump Sum

Select Currency of Payment: Select the Country where Payment is to be made:

PLEASE ENTER ANY ADDITIONAL INFORMATION BELOW TO HELP ENSURE STRAIGHT-THROUGH PROCESSING OF YOUR PAYMENT. FOR PAYMENTS IN USD OR WITHIN THE UNITED STATES, SELECTING AN ACCOUNT TYPE IS REQUIRED.

If your name at your Bank is different from the one on your Fund's records, please enter the name at your bank

Account Properties:

First Name:
Middle Name:
Last Name:
Additional Information Required:
Additional Payment Information if known:
Name of the Correspondent Bank:
City and Country of the Correspondent Bank:
Bank Identification Code of the Correspondent Bank:

Please Select Account Type:
If your Account is held at a Financial Institution such as UNESCO USLS, AMFIE or UNSSCA, Please enter the following:
Name of the Financial Institution:
Account Reference with the Financial Institution:

Apply the same instruction for Lumpsum:

Previous

Step 22: You will see a list of required documents. Click on **“Choose File”** and then **“Upload”**.

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Online Submission of Benefit Election and Payment Instruction

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)
- Copy of Marriage Certificate/Divorce Certificate
- Copy of Passport or ID of Spouse
- Copy of Birth Certificate of Children under 21

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click **“Choose File”** to pick a document from your device, then click **“Upload”**.
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

Previous Next

Step 23: Once you upload your documents, select the **Description** on the drop-down list.

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Home
Online Submission
Online Submission of Benefit Election and Payment Instruction

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click **“Choose File”** to pick a document from your device, then click **“Upload”**.
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	<input type="text"/>
<input type="checkbox"/>	Bank Document.pdf	<input type="text"/>

S1 - Signature Specimen Form
Bank Document (RIB, Top Part of Bank Statement)
Copy of Birth Certificate of Children under 21
Copy of Marriage Certificate/Divorce Certificate
Copy of Passport or ID
Copy of Passport or ID of Spouse
Others

Step 24: Once you are done, click on **“Next”**.

Online Submission of Benefit Election and Payment Instruction

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)
- Copy of Marriage Certificate/Divorce Certificate
- Copy of Passport or ID of Spouse
- Copy of Birth Certificate of Children under 21

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click **“Choose File”** to pick a document from your device, then click **“Upload”**.
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID
<input type="checkbox"/>	Bank Document.pdf	Bank Document (RIB, Top Part of Bank Statement)
<input type="checkbox"/>	Marriage Certificate.pdf	Copy of Marriage Certificate/Divorce Certificate
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID of Spouse
<input type="checkbox"/>	Child BC.pdf	Copy of Birth Certificate of Children under 21

Previous **Next**

Step 25: Review your demographic information and click on **“Next”**.

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Step 9 of 9. Review and Submit Exit e-Pension

Demographic Information

First Name:	RqwRtsVv	Country:	UNITED STATES OF AMERICA
Middle Name:		Postal Code:	10001-0000
Last Name:	VRdvqQC HvICVnC sR NCYHR	DOB:	
Suffix:		Age:	54
Unique ID:		Gender:	Male
Current Nationality:	BRAZIL	Marital Status:	Married
Entry Date:	1 Apr 2012	Participation Status:	Active Participant
Address Line 1:	123 TEST	Language:	English
Address Line 2:		Date of Separation:	30 Jun 2026
City:	NEW YORK	Phone:	
		Email Address:	

Edit Demographics

Benefit Elected: Early Retirement with Maximum Lump Sum Edit Benefit Election

Payment Instructions - Monthly: USD Payment to UNITED STATES OF AMERICA Edit Payment Instructions

Payment Instructions - Lump Sum: USD Payment to UNITED STATES OF AMERICA

Uploaded Documents: Copy of Passport or ID, Bank Document (RIB, Top Part of Bank Statement), Copy of Marriage Certificate/Divorce Certificate, Copy of Passport or ID of Spouse, Copy of Birth Certificate of Children under 21 Edit Upload Documents

Previous **Next**

Step 26: Review the information, check the **Attestation** box and click on **“Click here to confirm and submit”**.

Welcome RqvwRfsVv VRdvqqC HvfCVnC sR NCYHR 03/05/2026

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Step 9 of 9. Final Confirmation

Information:
An **Early Retirement with Lump Sum** is available to participants who have completed **at least five years of contributory service** and who separate from service **on or after reaching their early retirement age** (55 or 58, depending on their date of entry or re-entry into the Fund), but **before reaching normal retirement age**.

By choosing this option, you have **elected to commute a portion of your benefit into a lump-sum payment**. Once the payment has been made, **no changes to your benefit election can be accepted**.

The amount shown in this submission is an **unaudited estimate**, based on the information available to the Fund at the time of calculation. The **final amount** may differ once your entitlement is fully reviewed and confirmed.

ATTESTATION:
 I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE REGARDING THE FULL EARLY RETIREMENT AND THAT I ACCEPT THAT NO CHANGE IN MY ELECTION WILL BE POSSIBLE ONCE THE PAYMENT HAS BEEN MADE.

Previous Click here to confirm and submit

Step 27: The following confirmation screen will appear. You have completed the process.

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Home
Online Submission
Online Submission of Benefit Election and Payment Instructions

Step 9 of 9. Online Submission Confirmation

Thank you for submitting your benefit election and payment instructions through the MSS Online Submission tool.

Next steps

1. The Fund will begin processing once your employing organization submits:
 - The **Separation Personnel Action Form (SEPPA)**, and
 - The **Separation Notification Form (final clearance)**.
2. After these forms are received, your submission will be reviewed, and your entitlement will be processed within **15 working days**.
3. The Fund may contact you if additional documents or clarifications are required.

Where to find your submission

- A copy of your submission is stored in the **"Official UNJSPF Documents"** tile on your Member Self Service home page.

Changing your submission

- You may submit a new election or payment instruction at any time before your case is finalized.
- Each new submission will **replace all previous submissions**.
- Once your case has been **calculated and sent to audit**, your submission will be locked, and your election will be irrevocable.

Status update

- Your Separation Notification was received on **14 Aug 2018**.
- Please download the UNJSPF Digital CE App on your phone or tablet and enroll to the Digital CE to be able to submit your proof of life digitally as a retiree. Learn about the DCE app here: <https://www.unjspf.org/for-clients/digital-certificate-of-entitlement/>.

View/Download a copy of your submission in the **"Official UNJSPF Documents"** tile on your Member Self Service home page.

Thank you,
United Nations Joint Staff Pension Fund – Operations Services

2.3 Deferred Retirement

Step 14: Select your **Deferred Retirement Benefit** and then click on **“Next”**.

Step 6 of 9. Benefit Election

Before Making an election, please click on this [here](#) to read more about each one of the options below.

Once you have reviewed and understood the benefit options available to you ,please select one of the choices below.

Estimate results: options available based on 30/06/2026 separation date

<input type="radio"/> Full Early Retirement	Estimated Monthly	\$2,776.74
<input type="radio"/> Reduced Early Retirement with Maximum LS	Estimated Monthly	\$1,347.00
1) Reduced Monthly Pension	Estimated	\$243,743.66
2) Maximum Lumpsum		
<input type="radio"/> Reduced Early Retirement with Fixed LS	Estimated Monthly	\$1,347.00
1) Reduced Monthly Pension	Estimated	\$243,743.66
2) Fixed Lumpsum		
<input checked="" type="radio"/> Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
<input type="radio"/> Withdrawal Settlement	Estimated	\$454,988.98

Previous **Next**

Step 15: You will see a list of required documents. Click on **“Choose File”** and then **“Upload”**.

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Copy of Marriage Certificate/Divorce Certificate
- Copy of Passport or ID of Spouse

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click “Choose File” to pick a document from your device, then click “Upload”.
(Repeat this step for each required document).
2. **Add details:** In the Description field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File Marriage Certificate.pdf Upload Delete

	File Name	Description
<input type="checkbox"/>	ID.pdf	

Previous Next

Step 16: Once you upload your documents, select the **Description** on the drop-down list.

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Home
Online Submission
Online Submission of Benefit Election and Payment Instruction

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Copy of Marriage Certificate/Divorce Certificate
- Copy of Passport or ID of Spouse

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	<input type="text" value="Copy of Passport or ID"/>
<input type="checkbox"/>	Marriage Certificate.pdf	<input type="text" value="Copy of Marriage Certificate/Divorce Certificate"/>

The dropdown menu for the first row is open, showing the following options:

- S1 - Signature Specimen Form
- Bank Document (RIB, Top Part of Bank Statement)
- Copy of Birth Certificate of Children under 21
- Copy of Marriage Certificate/Divorce Certificate
- Copy of Passport or ID
- Copy of Passport or ID of Spouse
- Others

Step 17: Once you are done, click on **"Next"**.

Welcome RqvwRfsVv VRdvqqC HvfCVnC sR NCYHR 03/05/2026

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Online Submission
Online Submission of Benefit Election and Payment Instruction

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Copy of Marriage Certificate/Divorce Certificate
- Copy of Passport or ID of Spouse

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID
<input type="checkbox"/>	Marriage Certificate.pdf	Copy of Marriage Certificate/Divorce Certificate
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID of Spouse

Previous **Next**

Step 18: Review your demographic information and click on “Next”.

Step 9 of 9. Review and Submit Exit e-Pension

Demographic Information

First Name:	RqwRfsVv	Country:	UNITED STATES OF AMERICA
Middle Name:		Postal Code:	10001-0000
Last Name:	VRdvqqC HvfcVnC sR NCYHR	DOB:	
Suffix:		Age:	54
Unique ID:		Gender:	Male
Current Nationality:	BRAZIL	Marital Status:	Married
Entry Date:	1 Apr 2012	Participation Status:	Active Participant
Address Line 1:	123 TEST	Language:	English
Address Line 2:		Date of Separation:	30 Jun 2026
City:	NEW YORK	Phone:	
		Email Address:	

Benefit Elected: Deferred Retirement Benefit

Uploaded Documents: Copy of Passport or ID
Copy of Marriage Certificate/Divorce Certificate
Copy of Passport or ID of Spouse

[Edit Demographics](#)
[Edit Benefit Election](#)
[Edit Upload Documents](#)

[Previous](#) [Next](#)

Step 19: Review the information, check the **Attestation** box and click on “Click here to confirm and submit”.

UNJSPF
United Nations Joint Staff Pension Fund

Welcome RqwRfsVv VRdvqqC HvfcVnC sR NCYHR 03/05/2026

Step 9 of 9. Final Confirmation

Information:
A **Deferred Retirement** is available to participants who have completed at least five years of contributory service and separate from service before reaching normal retirement age.

The amount shown in this submission is an **unaudited estimate**, based on the information available to the Fund at the time of calculation. The **final amount** may differ once your entitlement is fully reviewed and confirmed.

ATTESTATION:
 I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE REGARDING THE DEFERRED RETIREMENT.

[Previous](#) [Click here to confirm and submit](#)

Step 20: The following confirmation screen will appear. You have completed the process.

Menu
Home
Online Submission
Online Submission of Benefit Election and Payment Instruction

Step 9 of 9. Online Submission Confirmation

Thank you for submitting your benefit election and payment instructions through the MSS Online Submission tool.

Next steps

1. The Fund will begin processing once your employing organization submits:
 - The **Separation Personnel Action Form (SEPPA)**, and
 - The **Separation Notification Form (final clearance)**.
2. After these forms are received, your submission will be reviewed, and your entitlement will be processed within **15 working days**.
3. The Fund may contact you if additional documents or clarifications are required.

Where to find your submission

- A copy of your submission is stored in the "**Official UNJSPF Documents**" tile on your Member Self Service home page.

Changing your submission

- You may submit a new election or payment instruction at any time before your case is finalized.
- Each new submission will **replace all previous submissions**.
- Once your case has been **calculated and sent to audit**, your submission will be locked, and your election will be irrevocable.

Status update

- Your Separation Notification was received on **14 Aug 2018**.

View/Download a copy of your submission in the "**Official UNJSPF Documents**" tile on your Member Self Service home page.

Thank you,
United Nations Joint Staff Pension Fund – Operations Services

[Click here to go back to the Online Submission Home Page](#)