



Cómo cargar documentos/formularios 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 **"Upload a Document/Form"**.

The screenshot shows the UNJSPF Member Self-Service (MSS) dashboard. At the top, there is a blue header with the text "Welcome to UNJSPF Member Self-Service (MSS)". Below this 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." Below this is another paragraph: "By using MSS, you agree to the Terms of Service, available on the Fund's [About Member Self-Service \(MSS\)](#) page." At the bottom of the header, there is a link: "For comprehensive pension information, visit the [UNJSPF - United Nations Joint Staff Pension Fund](#) website." The main content area is divided into three columns. The first column is titled "My Information" and contains two buttons: "Personal Details" and "Contact Details & Emergency Contact". The second column is titled "My Records" and contains five buttons: "Payment Records", "Certificate of Entitlement", "Statement of Benefits", "Official UNJSPF Documents", "Key Documents Tracker", and "Submitted Documents". The third column is titled "My Pension Self-Service" and contains four buttons: "Generate a Two-Track Estimate", "Upload a Document/Form", "Download Official UNJSPF Forms", "Apply for Emergency Fund Assistance", and "Request or Generate Statement of Benefits". A red arrow points from the "My Records" column to the "Upload a Document/Form" button in the "My Pension Self-Service" column.

Paso 4: Haga clic en "Upload Document".


[Home](#) > Upload a Document/Form to the Fund

How to upload documents

You have two options to upload documents inside your MSS portal:

1. If you have already submitted a query to the Fund through the official contact channels and a related case is open under My Queries in your MSS portal, you can upload documents directly to that open ticket.
Please use this option only if the document relates to the existing case.
2. If your document is not related to an open case, you may upload it using the Upload Document function by clicking the blue Upload Document button on the right-hand side of this page.

More information about how documents can be submitted to the Fund is available on our website under Contact Us > [Submit documents](#). In case you encounter any issues uploading documents in MSS, please [contact us](#).



A blue rectangular button with the text "Upload Document" in white, located on the right side of the page. A red arrow points from the text "Upload Document" in the instructions to this button.

Paso 5: Haga clic en "Add".

[Home](#) > Upload a Document/Form to the Fund

Search MSS

Upload a Document/Form to the Fund

* Indicates required


* Requested For

* Upload a Document/Form

Actions	Upload document	Document Type
No data to display		

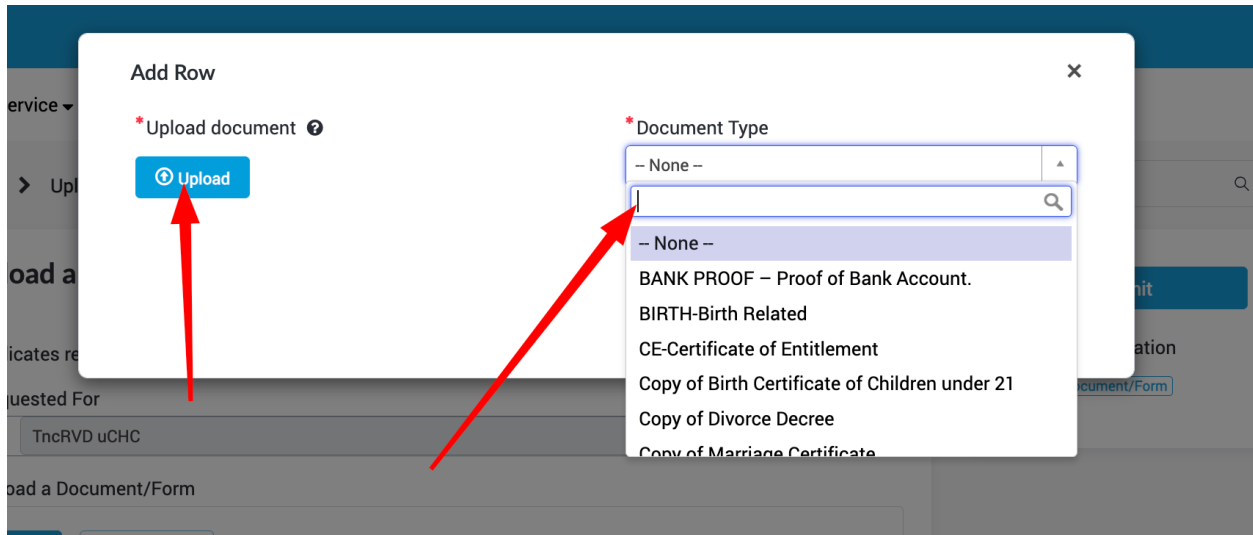
Required information

[Upload a Document/Form](#)

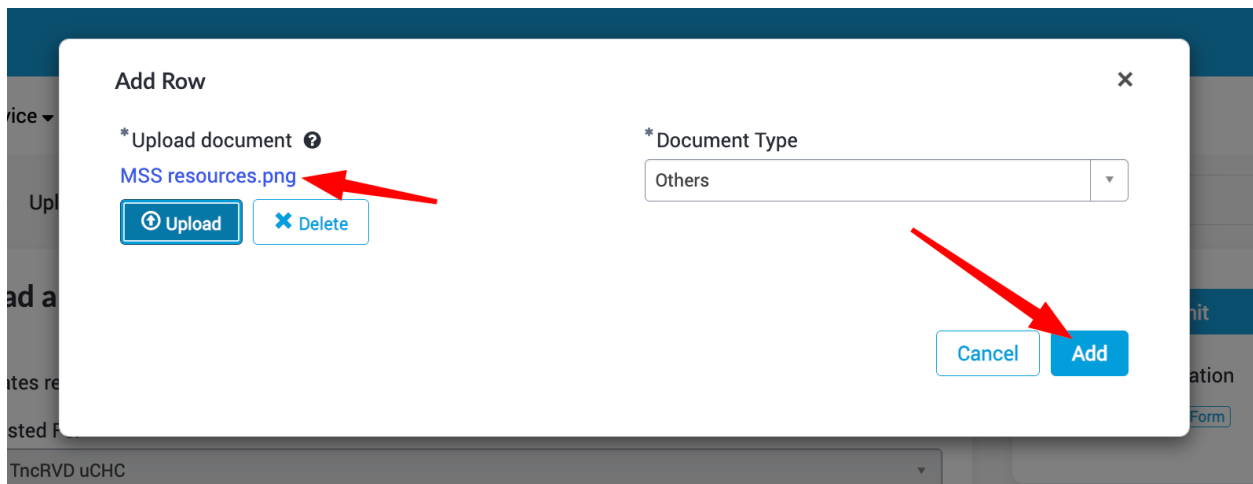


A blue rectangular button with the text "Add" in white, located in the "Upload a Document/Form" section. A red arrow points from the text "Add" in the instructions to this button.

Paso 6: Aparecerá una ventana emergente. Haga clic en **“Upload”** para seleccionar el documento que desea cargar y luego seleccione el **Tipo de documento (Document type)** en el menú desplegable.



Paso 7: Verifique que haya cargado el documento correcto (el nombre del documento cargado aparecerá a la izquierda) y que haya seleccionado el tipo de documento correcto. Haga clic en **“Add”**.



Paso 8: El documento cargado aparecerá en la lista. Haga clic en "Add" para cargar más, o use la columna "Actions" para editar o eliminar archivos. Cuando termine, haga clic en "Submit".

Home > Upload a Document/Form to the Fund

Search MSS

Upload a Document/Form to the Fund

* Requested For
TncRVD uCHC

* Upload a Document/Form

[Add](#) [Remove All](#)

Actions	Upload document	Document Type
✎ ✕	MSS resources.png	Others

[Submit](#)

Paso 9: Aparecerá la siguiente pantalla de confirmación, que indica que la Caja ha recibido su(s) documento(s).

Home > MSS Submission

Number: CS0110822

Created: just now | Updated: just now | State: Closed

Upload a Document

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

[Activity](#) Attachments

S System
to: 000174538email@dummy.com
Subject: UNJSPF MSS Document Upload • just now • Email received ▼

[Show full email](#)