



How to subscribe to receive the Statement of Benefits inside UNJSPF Member Self-Service (MSS) and how to generate Statements of Benefits for prior years

1. How to subscribe to the annual Statement of Benefits

Step 1: Log into your UNJSPF MSS account (<https://member.unjspf.org/>)

Step 2: Under the **My Pension Self-Service** section, click on “**Request or Generate Statement of Benefits**”.

The screenshot shows the UNJSPF Member Self-Service (MSS) dashboard. At the top, it says "Welcome to UNJSPF Member Self-Service (MSS)". Below this is a search bar labeled "Search MSS-related resources". There are three main sections: "My Information", "My Records", and "My Pension Self-Service". The "My Pension Self-Service" section is highlighted with a red arrow pointing to the "Request or Generate Statement of Benefits" button.

Search MSS-related resources

Access your pension information, documents, and self-service tools securely in one place. Use the menus above or search to get started.

By using MSS, you agree to the Terms of Service, available on the Fund's [About Member Self-Service \(MSS\)](#) page.

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

- My Information**
 - Personal Details
 - Contact Details & Emergency Contact
- My Records**
 - Payment Records
 - Certificate of Entitlement
 - Statement of Benefits
 - Official UNJSPF Documents
 - Key Documents Tracker
 - Submitted Documents
- My Pension Self-Service**
 - Generate a Two-Track Estimate
 - Upload a Document/Form
 - Download Official UNJSPF Forms
 - Apply for Emergency Fund Assistance
 - Request or Generate Statement of Benefits

Step 3: Select your **Pay Period** and your **Language**.

Note: The language you select here will apply only to Statements of Benefits. It will not affect the language used in other areas of the MSS portal.

Home > Statement of Benefits Request

Search MSS

Statement of Benefits Request

On this page, you can subscribe to receive and generate Statements of Benefits.

To view Statements of Benefit generated for your case, please visit the [Statement of Benefits](#) tile under My Records.

The Statement of Benefits is an annual statement that shows the gross periodic benefits paid to a beneficiary and any eligible children included in the payment, where applicable. It does not include one-time benefits, such as withdrawal settlements or residual settlements.

Please note that Statements of Benefit are issued only upon request through a one-time subscription. Once you have subscribed, Statements of Benefit will be generated automatically for each applicable payment period and made available in your MSS account under My Records > Statement of Benefits. If a subscription is submitted on or before the final day of a selected payment period, the statement for that period will be posted in MSS and it will also be printed and mailed to your official mailing address on file, provided that benefit payments were issued during the corresponding 12-month period.

* Indicates required

Requested For
TncRVD uCHC

Statement of Benefits Subscription

You are not currently subscribed to receive an annual Statement of Benefit. To begin receiving statements, please complete a one-time subscription by selecting your preferred Pay Period and Language below, then select Submit.

Once you have subscribed, your Statement of Benefit will be generated automatically each year and made available in your MSS account under the Statement of Benefit tile in My Records. No further action will be required unless you wish to update your subscription settings.

To generate a statement on demand or to update your subscription preferences, return to this form via My Pension Self-Service > Request or Generate Statement of Benefits, and use the Statement of Benefit Subscription or Document Generation section. Select Submit when finished.

* Pay Period
-- None --

* Language
-- None --

Submit

Required information
Pay Period Language

These are the pay periods and languages available to be selected:

* Pay Period

-- None --

-- None --

Jan 01 to Dec 31

Apr 01 to Mar 31

Apr 06 to Apr 05

Jul 01 to Jun 30

* Language

-- None --

English

French

Step 4: Click on "Submit".

Home > Statement of Benefits Request Search MSS

Statement of Benefits Request

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Requested For

Statement of Benefits Subscription

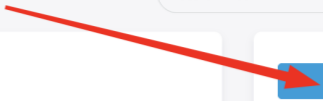
You are not currently subscribed to receive an annual Statement of Benefit. To begin receiving statements, please complete a one-time subscription by selecting your preferred Pay Period and Language below, then select Submit.

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To generate a statement on demand or to update your subscription preferences, return to this form via My Pension Self-Service > Request or Generate Statement of Benefits, and use the Statement of Benefit Subscription or Document Generation sections. Select Submit when finished.

* Pay Period

* Language



Step 5: A confirmation message will appear.

Note: You only need to subscribe once to receive your annual Statement of Benefits automatically. After subscribing, your statement will be issued each year and made available in your MSS portal under "My Records" and select "Statement of Benefits."

There is no need to submit additional requests, unless you wish to update the payment period or language for your annual statement.

The screenshot displays a web interface for an MSS Submission. At the top, there is a breadcrumb trail: [Home](#) > [MSS Submission](#). Below this, a table header shows columns for 'Number', 'Created', 'Updated', and 'State'. A single row is visible with the following data: Number: CS0110820, Created: just now, Updated: just now, State: Closed.

Below the table, a white box contains the title 'Statement of Benefits request submitted for user TncRVD uCHC'. Underneath, a table lists details: Priority: 4 - Standard, Member Organization: UN-HEADQUARTE..., and Requested for: TncRVD uCHC.

The main content area has two tabs: 'Activity' (selected) and 'Attachments'. Under the 'Activity' tab, there are two activity items:

- The first activity is from user 'TncRVD uCHC' (TU icon) and is dated 'just now'. It is labeled 'Client Visible Formal Notes' and contains the text: 'You are currently set up to receive annual Statement of Benefits in English for Period Jul 01 to Jun 30. To change subscription parameters please open the same form (via Pension Self-Service > Request a Statement/Certificate) and use 'update subscription' checkbox, change to desired Pay Period and Language. Click Submit when done.'
- The second activity is also from user 'TncRVD uCHC' (TU icon) and is dated 'just now'. It contains the text: 'CS0110820 Created'.

Step 6: If you wish to make changes to your subscription, click again on **“Request or Generate Statement of Benefits”** under **“My Pension Self-Service”** and select **“Update subscription”** and then **“Edit”**. You can then change the language and the period you had previously selected. Click again on **“Submit”** once you are done with your changes.

Home > Statement of Benefits Request Search MSS

Statement of Benefits Request

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Requested For

Please select: Update Subscription or Generate Statements

Update Subscription Generate Statements

Statement of Benefits Subscription

You are currently subscribed to receive annual Statement of Benefits in English for the Period Jul 01 to Jun 30.

To make changes, select Edit, update the options below, and select Submit. Changes apply only to future statements, previously issued statements remain unchanged.

*Pay Period

*Language

*Edit

The fields above have been updated. Previously generated documents remain available based on the pay period and language in effect at the time they were issued. Newly generated documents will reflect the updated settings.

Please note that changes to the fields above apply only to future Statements of Benefit.

Submit

2. How to generate an ad-hoc Statement of Benefits for past periods

Follow the step 1-5 above if you have not yet subscribed to the Statement of Benefits.

Step 1: To generate a new Statement of Benefits, please return to the homepage and click on **Request or Generate a Statement of Benefits** under My Pension Self-Service and select **“Generate Statements”**.

Statement of Benefits Request

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* Indicates required

Requested For

*Please select: Update Subscription or Generate Statements

Update Subscription Generate Statements

Document Generation

Select the empty field under "Years" and choose specific years or click 'All' to generate available years then click submit.

All

*Years

Statements are limited to the last 7 years.

Submit

Required information

Years

Step 2: Select the empty field under “**Years**” to choose specific years or click “All” to generate a Statement of Benefits for all available years. Click on “**Submit**”.

Note: You can only generate statements for the seven most recent years (if available), counted backward from your request date.

Home > Statement of Benefits Request Search MSS 🔍

Statement of Benefits Request

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Requested For

TncRVD uCHC

*Please select: Update Subscription or Generate Statements

Update Subscription Generate Statements

Document Generation

Select the empty field under “Years” and choose specific years or click ‘All’ to generate available years then click submit.

All

*Years

✕ 2024

Statements are limited to the last 7 years.

Submit

Step 3: Once your statement is successfully generated, you will be taken directly to the "Statement of Benefits" page, where you can view the document(s) you generated. Select the **eye icon** to view your Statements of Benefit, or the **down arrow** to download.



On this page, you can view your existing Statements of Benefits.

For more information about Statements of Benefits, please visit the [dedicated page on the website](#).

Home > Statement of Benefits (existing documents)

On this page, you can view your existing Statements of Benefit. To request or generate a new Statement of Benefits for a past or future period, please return to the homepage and select [Request or generate a Statement of Benefits](#) under My Pension Self-Service.

For more information about Statements of Benefit, please visit the related page on the UNJSPF website: <https://www.unjspf.org/for-clients/statement-of-benefits/>

Date	Name	Recipient	In/Out	View/Download
05/05/2026 14:17:00	Statement of Benefits Letter - Member MSS	FY 2024-uCHC, TncRVD Unique ID: [REDACTED]	OUT	 

Rows 1 - 1 of 1

