

**COMO SUBIR FORMULARIOS OFICIALES Y OTROS DOCUMENTOS DE LA CCPNU AL ÁREA DEL
CLIENTE (MSS)**

PARA REGISTRARSE

0. Haga clic en el siguiente enlace

<https://member.unjspf.org/v3prod/app?service=page/MemberPages:MemberLogin>

The screenshot shows the 'UNJSPF Secure Login' form. It has a title 'UNJSPF Secure Login' in bold blue text. Below the title are two input fields: 'User Name' and 'Password'. The 'User Name' field is currently empty with a cursor. Below the 'Password' field is a blue 'Log In' button.

[Register](#) | [Forgot User Name](#) | [Forgot Password](#)

1. Introduzca su Nombre de Usuario MSS y su Contraseña, y haga clic en INICIAR SESIÓN

This screenshot is an annotated version of the login form. It includes three numbered steps in red circles: 1. A red circle with the number '1' is next to the 'User Name' input field, with a red callout bubble pointing to it containing the text 'Introduzca el Nombre de Usuario'. 2. A red circle with the number '2' is next to the 'Password' input field, with a red callout bubble pointing to it containing the text 'Introduzca la Contraseña'. 3. A red circle with the number '3' is next to the 'Log In' button, with a red callout bubble pointing to it containing the text 'Haga clic en "Iniciar Sesión" después de haber introducido el Nombre de Usuario y la Contraseña'. The form title and footer links are also visible.

[Register](#) | [Forgot User Name](#) | [Forgot Password](#)

- Haga clic en la pestaña “Carga de documentos MSS”. Después de haber leído las instrucciones sobre cómo presentar los formularios oficiales y la documentación adicional de la CCPNU, haga clic en la pestaña “Enviar Mensaje”.

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Haga clic en la pestaña “Carga de Documentos MSS”

Haga clic en “Subir Documento” para subir sus formularios y documentos adicionales.

¡IMPORTANTE! Lea la información a continuación para entender la nueva función de Carga MSS y cómo someter correctamente sus formularios a la Caja

Upload Document Outbox

You can now submit official UNJSPF forms and supporting documentation to the Fund electronically by uploading documents inside this MSS tab. In that case you do not need to send original documents unless otherwise instructed by the Fund.

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Important Note: You cannot submit pension queries via this feature. All queries must be submitted via the established channels as provided on the Fund's website <https://www.unjspf.org/contact-us/>.

MSS Document Upload Guidelines:
Please read the following instructions carefully to ensure the successful use of this new MSS Document Upload feature.

- All official UNJSPF forms will have to be downloaded, printed, dated and signed by you in ink before transforming them into a format that allows for uploading. The Fund does not accept forms with electronic signatures.
- All information that you provide must be true and complete.
- Note that there is no two-factor authentication through this process.
- By submitting UNJSPF forms electronically through MSS, you confirm that the signature on the form is your original signature.

- Haga clic en “NAVEGAR” para seleccionar el formulario/documentación adicional (tenga en cuenta que usted ya debería tener una copia rellena, escaneada y guardada de los documentos). A continuación, haga clic en SUBIR.

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Upload Document(s)

Subject: Document Submission

Files

Select File: **Browse...** **Upload** **Delete**

Send **Discard**

Haga clic en NAVEGAR y seleccione el formulario/documento adicional que desea subir

Haga clic en SUBIR después de haber hecho clic en NAVEGAR y seleccione la Descripción del documento en el menú desplegable

- Una vez que haya subido sus formularios/documentos adicionales, seleccione el tipo del formulario en el menú desplegable que aparece debajo de "Descripción". Si desea subir más de un documento, puede repetir el proceso haciendo clic en NAVEGAR para seleccionar documentos adicionales, y a continuación, haga clic en SUBIR

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Subject: Document Submission

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Select File: C:\Users\ [Browse...] [Upload] [Delete]

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

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[Send] [Discard]

Si desea SUBIR más de un documento, puede repetir el proceso de NAVEGAR (seleccionar un documento) y SUBIR, y a continuación, deberá seleccionar el tipo de documento en la CASILLA de descripción

Haga clic en la CASILLA de "Descripción" para seleccionar el tipo de Formulario que desea subir

El formulario PDF ha sido subido

- Seleccione la descripción del documento que mejor lo describa en el menú desplegable. Si ninguna descripción es adecuada para su documento, seleccione "Otro".

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Subject: Document Submission

Files

Select File: C:\Users\ [Browse...] [Upload] [Delete]

	File Name	Description
<input type="checkbox"/>	Document.pdf	<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> PF23 - PI or Address Change PF23M - Change of Address (only) SIGN - Signature PIE2 - PI for Survivors and Disability PIE6 - PI for CS < 5 years PIE7 - PI for CS > 5 years PIE8 - PI re-employment after retirement PIPF23A - PI - Deferred Benefit PIPF23B - PI - Child into Payment (after early retirement) A2 - Designation of Beneficiary B1 - Election to Validate C1 - Election to Restore E10 - Residence - Address Declaration PCR - Proof of Residence (2-track) E11 - Residence - Change of Address Update CE - Certificate of Entitlement MARRIAGE - Marriage / Divorce Divorce Proof ID - Identification Docs (Passports, DL, National ID, etc.) BIRTH - Birth related BANK - Bank Related DEATH - Death related GUARDIAN - Guardianship MEDCERT - Medical Certificate Dependent Death Proof </div>

[Send] [Discard]

Seleccione el tipo de formulario y de documento adicional en la lista desplegable del Menú de Descripción

6. Una vez que haya subido sus documentos, haga clic en ENVIAR.

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Select File: C:\Users Browse... Upload Delete

	File Name	Description
<input type="checkbox"/>	pi.pdf	PIEG - PI for CS < 5 years
<input type="checkbox"/>	Document.pdf	A2 - Designation of Beneficiary
<input type="checkbox"/>	Document.pdf	BANK - Bank Related
<input type="checkbox"/>	vdap.pdf	BIRTH - Birth related
<input type="checkbox"/>	Document.pdf	MARRIAGE - Marriage / Divorce

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Después de haber subido los documentos haga clic en ENVIAR

Documentos subidos a MSS

1

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7. Confirmación de la Transmisión del Mensaje

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Quando los formularios se hayan subido correctamente, aparecerá este mensaje

8. Cómo ver el mensaje y los documentos subidos que ha enviado: haga clic en BANDEJA DE SALIDA

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Para ver los documentos subidos que ha enviado, haga clic en BANDEJA DE SALIDA

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9. Para ver los detalles del mensaje dentro de la BANDEJA DE SALIDA

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Filter Export

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Al hacer clic en BANDEJA DE SALIDA, verá los mensajes enviados. Par ver más detalles y ver los formularios adjuntos, haga clic en el mensaje

10. L'usuario MSS puede abrir los archivos adjuntos en la Bandeja de Salida, pero no los puede eliminar o borrar, ni tampoco puede cambiar sus descripciones. Haga clic en el botón ATRÁS para volver al resumen de la bandeja de salida.

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Files Details des Mensais

File Name	Description
vdap.pdf	BIRTH - Birth related
Document.pdf	A2 - Designation of Beneficiary
Document.pdf	MARRIAGE - Marriage / Divorce
Document.pdf	BANK - Bank Related
pi.pdf	PIE6 - PI for CS < 5 years

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