

How to Register on UNJSPF – Member Self-Service (MSS)

Here is the link: <https://member.unjspf.org/prod/app?service=page/MemberPages:MemberLogin>

UNJSPF Secure Login

User Name

Password

Log In

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

Click at 'Register' and you will see below. Then click 'Accept'.

Terms of Service

MEMBER SELF-SERVICE TERMS OF SERVICE

Please read carefully and in full before proceeding. Terms of Service have been updated.

The Member Self Service ("MSS") portal is designed as a resource for participants and beneficiaries of the United Nations Joint Staff Pension Fund ("UNJSPF" or "Fund"). The information UNJSPF provides in the MSS portal is made available for the convenient access of our participants and beneficiaries. While UNJSPF makes every attempt to ensure the information is reliable, human or mechanical error remains a possibility. Therefore, UNJSPF does not guarantee the accuracy, completeness, timeliness, or correct sequencing of information, and will not be held responsible for any errors or omissions, or for the use of results obtained from the use of this information.

Registration and use of the MSS portal is subject to acceptance of the United Nations Joint Staff Pension Fund's Privacy Policy (available at [Privacy Notice - UNJSPF](#)). When you register for an account or use/access information through the MSS portal, you agree to the terms and conditions stated therein. If you do not agree to these terms, do not register for an MSS account or use/access information on the MSS portal.

Decline Accept

Fill in below:

Unique ID: **000469477** (K. Supatra ID no.)

Last Name: **Tepkulchorn**

Date of Birth: **05/04/1949**

Then press 'Validate'

Verify Identity

To verify your identity, please enter your Unique ID, last name, and your date of birth. Your information is secured during transmission.

Unique ID:

Last Name:

Date Of Birth: 

◀ ▶

Cancel Validate

Complete below and submit

Account

All fields are required. The password is case sensitive.

Person: TEPKULCHORN, SUPATRA

Username:

Enter New Password:

Confirm New Password:

Username Restrictions:

- Username should have a minimum of 8 characters
- Username should have a minimum of 2 alpha characters
- Username should have a minimum of 2 numeric character

Password Restrictions:

- Password must have a minimum of 8 characters
- Password must have a minimum of 1 numeric characters
- Password must have a minimum of 1 capital letters
- Password must have a minimum of 1 lower case letters
- Password cannot be set to any of the previous 2 passwords

Security Questions

Security questions are used in-case you ever need to recover your password.

Select First Security Question:

In what city or town was your first job? ▼

Enter Answer to First Question:

Select Second Security Question:

In what city or town did your mother and father meet? ▼

Enter Answer to Second Question:

Select Third Security Question:

What school did you attend for sixth grade? ▼

Enter Answer to Third Question:

Email Address

Your email address is used for all communications from the fund office. It will remain private and it will not be shared with outside companies.

Enter Email Address:

Re-enter Email Address:

Once you have submitted, Login again with your 'Username' and 'Password' and you will see below 'Term of Service'. Press 'Accept'.

Last Logon 31/03/2025 | Account | Logout

 **UNJSPF** CTBTO EPPO FAO IAEA ICBBB ICCROM ICAO ICC IFAD ILO IMO IOM IPU ISA ITU ITLOS STL UN UNESCO UNIDO UNWTO WHO WIPO WMO

Welcome Supatra Tepkulchorn

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By registering and by using the MSS portal, you further affirm the following:

1. You are accessing the MSS account that you created yourself using your own personal information and identity.
2. You are not creating an account using another person's information or identity.
3. You are not using an MSS account created by another person or created using another person's information or identity.

Accept

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Pour mettre à jour vos préférences linguistiques pour l'Espace client de la CIPPNU (MSS), veuillez aller à l'onglet "COMPTE" situé dans le coin supérieur droit de cette page, puis, sélectionnez l'onglet correspondant. Votre préférence linguistique définit la langue dans laquelle vous souhaitez utiliser MSS et la langue dans laquelle tous les documents concernant votre dossier seront générés par la Caisse à l'avenir. Vos options de langue sont soit l'anglais, soit le français. Une fois que vous avez opté pour une nouvelle langue, les NOUVEAUX documents générés pour votre dossier seront dans la nouvelle langue à compter de la date de changement ; les documents qui étaient déjà dans votre dossier avant un changement de langue ne seront PAS traduits dans la nouvelle langue de votre choix.

To update your language preference for your UNJSPF Member Self-Service (MSS), go to the "ACCOUNT" tab at the top right of this page and select the according tab to change your language preference. Your language preference defines the language in which you will use MSS and the language in which all documents for your case will be generated by the Fund going forward. Your language options are either English, or French. Once you have opted for a new language, NEW documents generated for your case as of that date will be in the new language; documents that were already on file prior to a language change will NOT be translated into your new language of choice.

General instructions:
MSS will allow you to view and update certain information in your UNJSPF records.
The Terms of Service for use of the UNJSPF MSS portal have been updated. Please read them in full [here](#). Your continued use of the MSS portal constitutes your agreement to follow and be bound by the updated Terms of Service.
-To update your MSS email address or password, please go to the "Account" tab at the top right of this page; select the tab(s) of your choice to make the according change(s).
-To correct any personal information, please follow the instructions below:
If you are an employee of CTBTO, EPPO, FAO, IAEA, ICCROM, ICGEB, ICAO, ICC, IFAD, ILO, IMO, IOM, IPU, ISA, ITU, ITLOS, UNESCO, UNIDO, WHO, WIPO, WMO, UNWTO, contact your Staff Pension Committee (SPC) Secretary.
If you are an employee of the UN family, contact your Executive Office or your HR Office immediately.
If you are a retiree or a beneficiary, please contact the Fund at United.Nations.Joint.Staff.Pension.Fund@unjspf.org.
-For help with technical problems accessing your MSS account please contact the Fund at MSSSupport@unjspf.org.
-For more detailed information on MSS please see [About Member Self-Service \(MSS\) - UNJSPF](#).

You can find 'CE Form' under 'Documents' – PDF file name 'CE 002 – Certificate of Entitlement – Mem'
Print 2 copies of this form and sign and date. Upload this form together with your ID by pressing 'MSS Document Upload'.

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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.

Disclaimer:
Use of MSS Document Upload is subject to acceptance of the [United Nations Joint Staff Pension Fund's Privacy Policy](#) and the [Member Self-Service Terms of Service](#). Use of MSS Document Upload signifies agreement to the terms and conditions stated therein.

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.
- Any official UNJSPF form that includes a requirement for authentication of your signature by a UN or government official, or notary public, must be completed as

Select 'Upload Document' and you will see below. Choose File: (select the signed CE which you either scanned or took a photo on to this). Then select 'Upload'

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Select File: Choose File No file chosen Upload Delete

Send Discard

At Description – click at v and then select 'CE – Certificate of Entitlement'. Then 'Send'. Don't forget to upload a copy of your ID card too.

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Files

Select File: Choose File No file chosen Upload Delete

	File Name	Description
☒	2024 Signed CE Form	

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Send Discard