

Uploading beneficiary information in VMAM (all UN Volunteers)

All UN Volunteers must upload a completed and signed [Designation, Change or Revocation of Beneficiary Form](#) before they begin their assignment. UNV and Cigna Insurance use the information in this form in the event of a UN Volunteer's death while on assignment to ensure life insurance and other payments are made to their chosen beneficiaries.

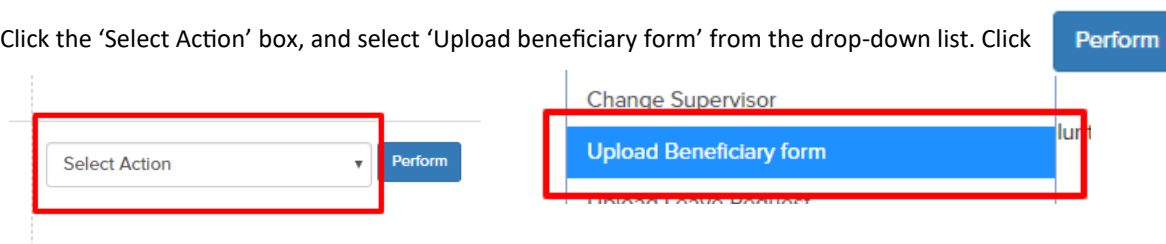
UN Volunteers are responsible for ensuring this form is completed and uploaded in VMAM whenever beneficiary information changes. UNV and Cigna Insurance will consider the information contained in this form as the only source of truth for payment of UN Volunteer benefits. If we are not able to contact beneficiaries based on the information provided, it may not be possible to make payment.

Please download the form, complete the beneficiary details, sign the form yourself in the presence of a witness, who must also sign. Upload the form to VMAM using the 'Upload beneficiary form' task. Instructions to upload the form are described below.

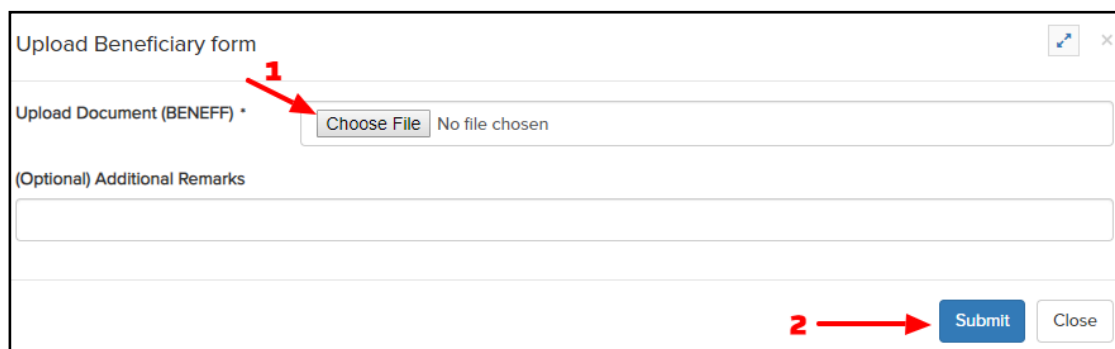
VMAM instructions to upload your beneficiary information

Step 1: Go to vmam.unv.org and log in using the email address and password registered in VMAM. You will be taken to your MyPage screen.

Step 2: Click the 'Select Action' box, and select 'Upload beneficiary form' from the drop-down list. Click



Step 3: In the new pop-up window select 'Choose file'. Choose the scanned beneficiary form from your device and then click 'submit'. It is your responsibility to ensure that details in the scanned form are complete and accurate. Forms will not be checked by UNV.



Step 4: To check the beneficiary form you have on file, click the document icon for your current assignment. This will show all the documents currently on file.

