

Uploading personal effects inventories in VMAM

(International UN Volunteers only)

All International UN Volunteers must upload a completed and signed [Inventory of Personal Effects form](#) once they are settled at their duty station. This form is used when an International UN Volunteer makes a claim for loss or damage to personal effects due to an emergency situation.

Volunteers may be entitled to reasonable compensation for their personal effects if they are lost or damaged as a direct result of an emergency situation created by war, civil commotion or natural disaster.

Requests for compensation under this condition will not be reviewed unless a complete and signed inventory list of personal effects is provided to UNV before the date of damage or loss.

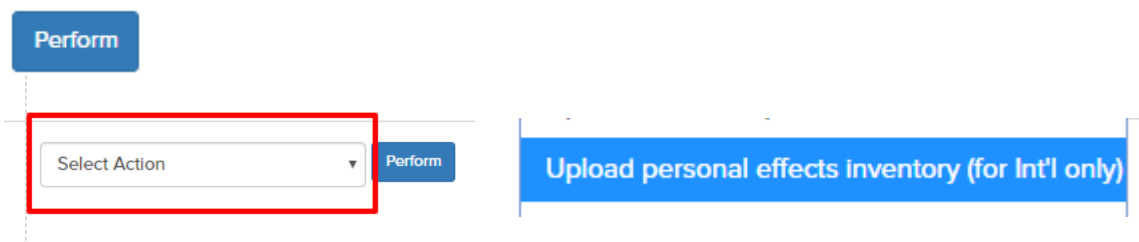
Please download the form, complete the inventory details and sign. Upload the form to VMAM using the 'Upload personal effects inventory' task. Instructions to upload the form are described below.

VMAM instructions to upload your personal effects inventory

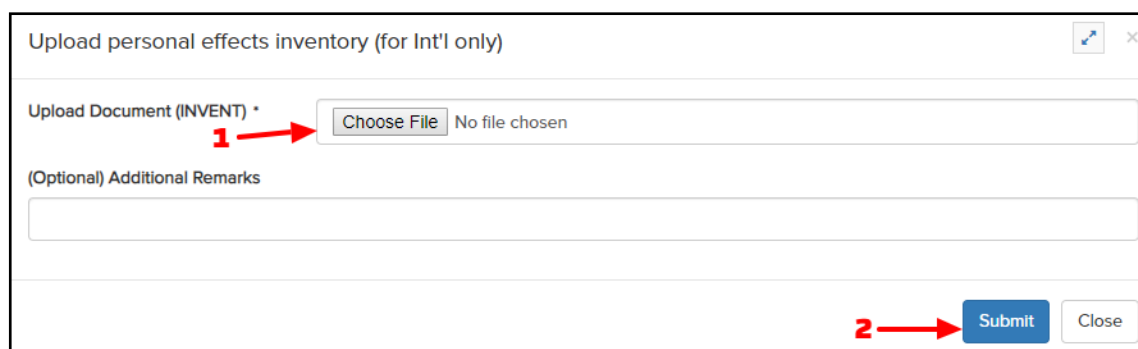
1: Go to vmam.unv.org and log in using the email address and password registered in VMAM. You will be taken to your MyPage screen.

2: Click the 'Select Action' box, and select 'Upload personal effects inventory (for Int'l only)' from the drop-down list.

Click



3: In the new pop-up window select 'Choose file'. Choose the scanned Inventory of Personal Effects 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 personal effects inventory you have on file, click the document icon for your current assignment. This will show all the documents currently on file.

