

ARBITERPAY WALKTHROUGH

**FOR SPORTS OFFICIAL WHO ARE ASSIGNED AND PAID
THROUGH ARBITERSPORTS**

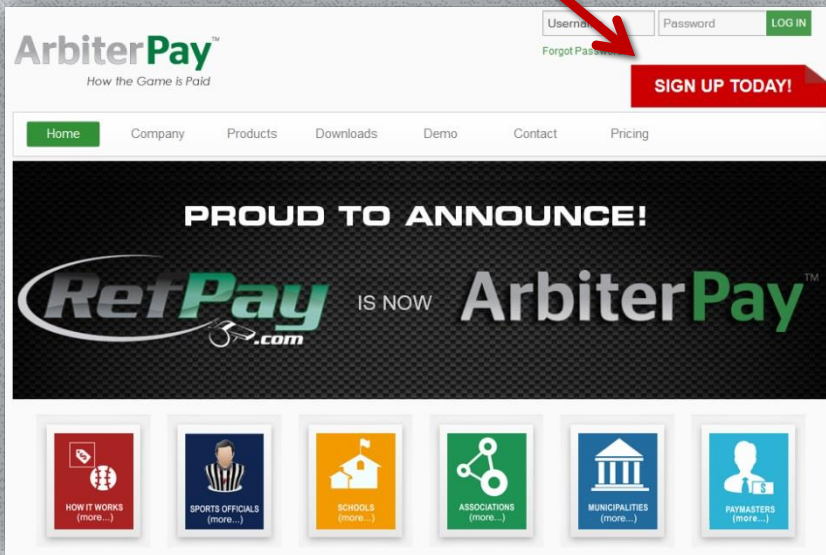
Updated as of 10/8/2014

SIGNING UP

- Follow these easy steps to sign up on ArbiterPay as a Sports Official

1. Go to www.arbiterpay.com

2. On the home page click
“Sign Up Today!”



3. Select Sports Official

Registration Form - Step 1 of 8

Type of User

Type of User: *

- Sports Official
- Sports Official - Canadian
- Paying Administrator
- Paying Administrator - Canadian
- School - Municipality
- Auditor

* Indicates a Required Field

Next Cancel

4. Fill out Registration Form

5. Accept the terms and agreements and submit the registration

6. Once you submit the registration you will be prompted to sign into your new ArbiterPay Trust account!

LINKING ARBITERPAY AND ARBITERSPORTS

- As an ArbiterSports user, you can have your ArbiterPay account automatically link with your ArbiterSports during the Sporting Official registration or manually link your accounts once your registration has been submitted.
- To have your accounts automatically linked during the registration, you just need to answer “Yes” to the question: “Do you receive game assignments through ArbiterSports?”
- Once you select “Yes”, the ArbiterSports Account Details box will drop down allowing you to input your ArbiterSports email address and password

Registration Form - Step 7 of 8

Preferences

Username *: (E-mail address recommended)

Password *:

Confirm Password *:

Security Key: * (4 Digits – Numeric Only e.g. 5555)

Would you like to order a RefPay debit card? * Yes No

Do you receive games assignments through ArbiterSports? * Yes No

ArbiterSports Account Details

Entering this information will automatically link your ArbiterSports and RefPay accounts together.

ArbiterSports Email: (Used to access ArbiterSports)

ArbiterSports Password: (Used to access ArbiterSports)

* Indicates a Required Field

LINKING ARBITERPAY AND ARBITERSPORTS

- To manually link your accounts, if you had not done so during the registration, please follow these easy steps:

NOTE: For sports assigned outside of ArbiterSports you will need to submit your ArbiterPay account # and username to your assigner to receive payment

- To link your accounts:

1. Go to ArbiterSports.com
2. Sign in
3. Click Payments Tab
4. Select ArbiterPay
5. Type in ArbiterPay Username
6. Click the green add sign
7. Type 4 digit Security Key
8. Check all Group ID's
9. Click Save when finished

The screenshot shows the ArbiterSports RefPay account linking interface. The top navigation bar includes 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFEREE', and 'SETTINGS'. The 'PAYMENTS' tab is selected, and the 'REFPAY' sub-tab is active. The RefPay logo is displayed, and the user is prompted to enter their RefPay account information. The 'RefPay Username' field contains 'David999'. A table lists RefPay accounts with columns for 'RefPay Account #', 'Balance', and 'Group'. The 'Group' column has checkboxes for '100003' and '105999'. The 'RefPay Account Number' dropdown is set to '1290401832', and the 'RefPay Security Key' field is empty. The 'Save' button is highlighted with a red arrow.

RefPay Account #	Balance	Group
1290401832	Balance: \$0.00	100003
1290401832	Balance: \$0.00	105999

RefPay Account Number: 1290401832
RefPay Security Key: []

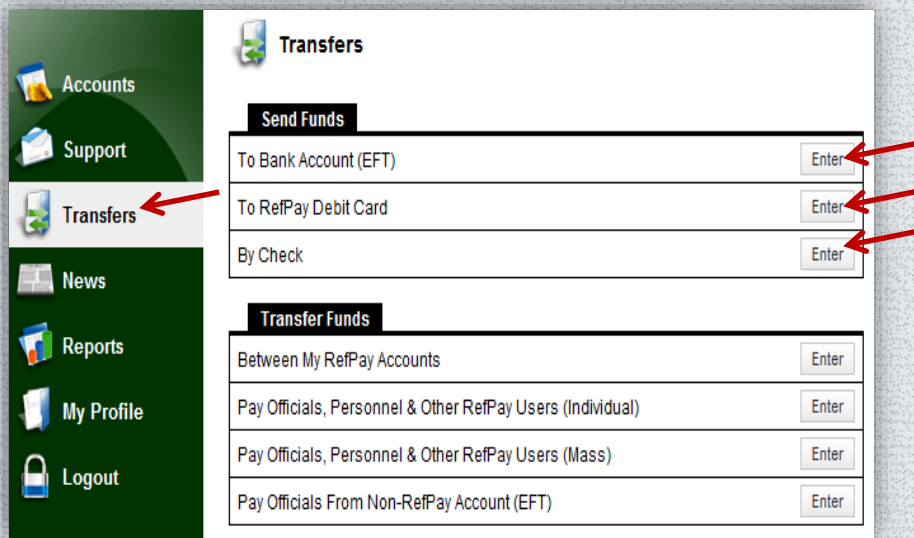
Group selection:
 100003
 105999

TRANSFERRING FUNDS

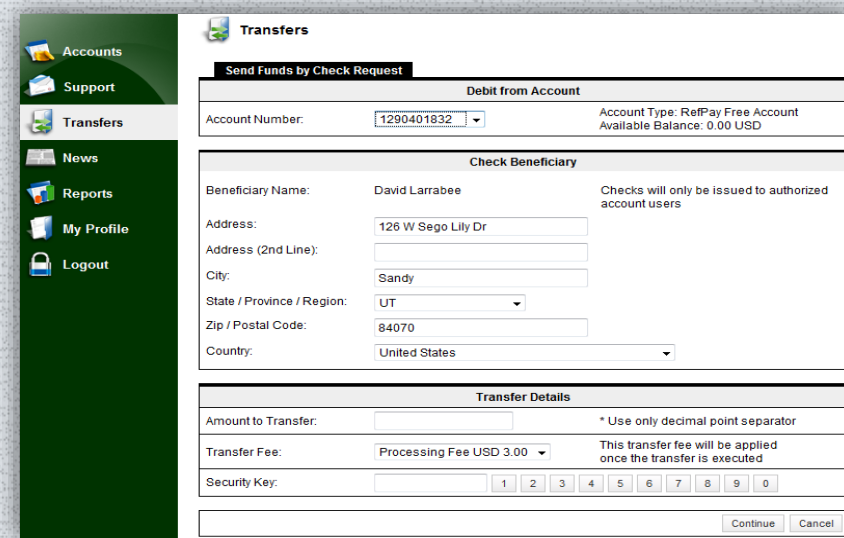
- Once your school, league, or association has submitted funds into your ArbiterPay account you have 3 ways to access your funds:
 1. By Check
 2. Direct EFT to your Bank Account
 3. ArbiterPay Debit Card
- Requesting a check to be sent to the address on your ArbiterPay profile is \$8.50 per check. Takes 3-5 business days
- As an official you can make a transfer directly to your bank from ArbiterPay for FREE. Takes 1-3 business days

REQUESTING A FUNDS TRANSFER

- To Request a transfer to your Bank Account, to ArbiterPay debit card, or by Check is fast and easy
- First go to ArbiterPay.com and sign in.
- Once you are signed in select the transfers tab on the left
- Decide if you would like to send funds to bank account or by check
- Fill out the transfer request form. Double check the information and submit



The screenshot shows the 'Transfers' section of the ArbiterPay website. On the left is a navigation menu with icons for Accounts, Support, Transfers (highlighted with a red arrow), News, Reports, My Profile, and Logout. The main content area is titled 'Transfers' and has a sub-header 'Send Funds'. Below this, there are three options: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check'. Each option has an 'Enter' button next to it, with red arrows pointing to these buttons. Below the 'Send Funds' section is another section titled 'Transfer Funds' with four options: 'Between My RefPay Accounts', 'Pay Officials, Personnel & Other RefPay Users (Individual)', 'Pay Officials, Personnel & Other RefPay Users (Mass)', and 'Pay Officials From Non-RefPay Account (EFT)'. Each option also has an 'Enter' button.



The screenshot shows the 'Send Funds by Check Request' form. The form is titled 'Transfers' and has a sub-header 'Send Funds by Check Request'. Below this, there is a section for 'Debit from Account' with a dropdown menu for 'Account Number' (1290401832) and a label for 'Account Type: RefPay Free Account' with an 'Available Balance: 0.00 USD'. Below this is a section for 'Check Beneficiary' with fields for 'Beneficiary Name' (David Larrabee), 'Address' (126 W Segó Lily Dr), 'City' (Sandy), 'State / Province / Region' (UT), 'Zip / Postal Code' (84070), and 'Country' (United States). Below this is a section for 'Transfer Details' with fields for 'Amount to Transfer', 'Transfer Fee' (Processing Fee USD 3.00), and 'Security Key' (a numeric keypad). The form also includes a note: 'Checks will only be issued to authorized account users' and another note: '* Use only decimal point separator' and 'This transfer fee will be applied once the transfer is executed'. At the bottom right, there are 'Continue' and 'Cancel' buttons.

AUTOMATIC TRANSFERS

- To make it even easier, you can opt to receive the funds from your ArbiterPay account without you even signing in!

To enable Auto-Sweep:

- Under the My Profile tab, select My Preferences at the top, and click modify. ArbiterPay gives you 2 choices on how to set up Auto Sweep.
1. Have the funds sweep when your balance reaches a certain amount
 2. Have the balance sweep on a specific day of the month

The cost for the automatic transfers are as follows:

- By Check - \$8.50 per Auto Transfer
- To Bank Account - \$1.50 per Auto Transfer

The screenshot shows the 'My Profile' page with the following sections:

- My Profile** (Header)
- Navigation tabs: User Information, Physical Address, Mailing Address, Bank Accounts, Profile Settings, My Preferences
- My Preferences** (Section Header)
- E-mail Notifications** (Section Header)
- Transfer From Other User: Yes No
- Automatic Transfer** (Section Header)
- When Balance Reaches Amount in USD: 150
- On Date: 15
- Payment Method: Check (dropdown menu open showing options: Check, Debit Card)
- RefPay Direct** (Section Header)
- Payment Method: EFT
- Security Key: *
- Buttons: Save, Cancel