

ARBITERPAY WALKTHROUGH

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

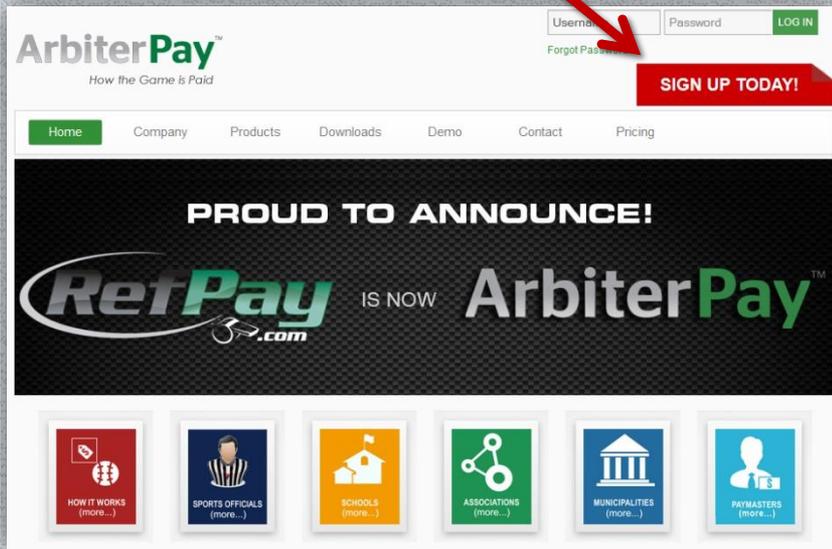
Updated as of 10/8/2014

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

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

The screenshot shows a registration form titled "Registration Form - Step 7 of 8". It is divided into two main sections: "Preferences" and "ArbiterSports Account Details".

Preferences Section:

- Username *:** RefPayGuy@ArbiterSpoc (E-mail address recommended)
- Password *:** [Redacted]
- Confirm Password *:** [Redacted]
- Security Key: *** 1235 (4 Digits – Numeric Only e.g. 5555)
- Would you like to order a RefPay debit card? *** Yes No (A red arrow points to the "No" radio button.)
- Do you receive games assignments through ArbiterSports? *** Yes No (A red arrow points to the "Yes" radio button.)

ArbiterSports Account Details Section:

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

- ArbiterSports Email:** [Redacted] (Used to access ArbiterSports) (A red arrow points to this field.)
- ArbiterSports Password:** [Redacted] (Used to access ArbiterSports) (A red arrow points to this field.)

* Indicates a Required Field

Buttons: Back, Next, Cancel

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 shows '100003' and '105999'. A 'RefPay Account Number' dropdown is set to '1290401832', and the 'RefPay Security Key' field is empty. A 'Save' button is visible at the bottom left, and an 'Exit' button is at the bottom right. Red arrows point to various elements: 1. RefPay Username field, 2. RefPay Username text, 3. Payments tab, 4. RefPAY sub-tab, 5. RefPay logo, 6. Green plus sign, 7. RefPay Security Key field, 8. Group selection checkboxes, 9. Save button.

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

RefPay Account Number: 1290401832
RefPay Security Key: []

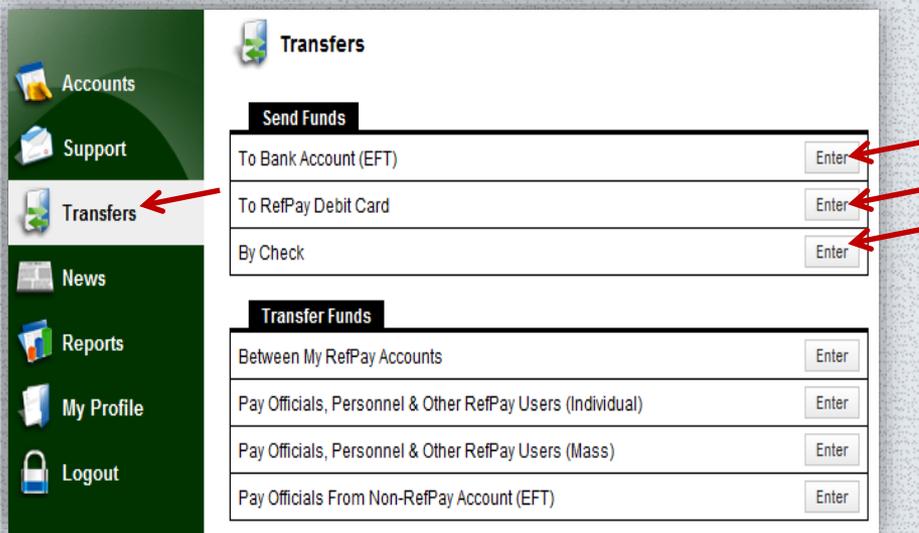
Group selection:
 100003
 105999

TRANSFERRING FUNDS

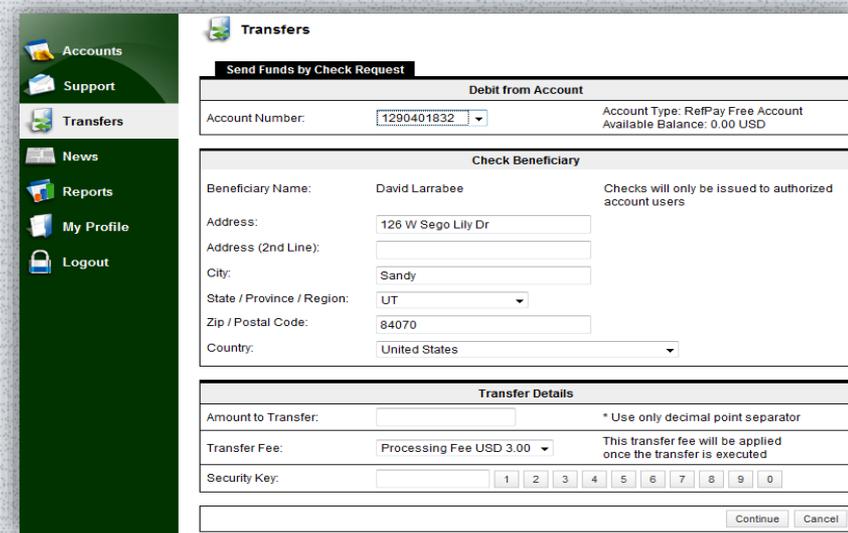
- Once your school, league, or association has submitted funds into your ArbiterPay account you have 3 ways to access your funds:
 1. By Check
 2. Direct EFT to your Bank Account
 3. ArbiterPay Debit Card
- Requesting a check to be sent to the address on your ArbiterPay profile is \$8.50 per check. Takes 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-tab 'Send Funds'. Under 'Send Funds', 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 this is a 'Transfer Funds' section 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 'Send Funds by Check Request' and has a sub-tab 'Debit from Account'. The 'Account Number' field is populated with '1290401832'. The 'Account Type' is 'RefPay Free Account' and the 'Available Balance' is '0.00 USD'. Below this is the 'Check Beneficiary' section, which includes fields for 'Beneficiary Name' (David Larrabee), 'Address' (126 W Seg0 Lily Dr), 'City' (Sandy), 'State / Province / Region' (UT), 'Zip / Postal Code' (84070), and 'Country' (United States). A note states: 'Checks will only be issued to authorized account users'. Below the beneficiary information is the 'Transfer Details' section, which includes fields for 'Amount to Transfer', 'Transfer Fee' (Processing Fee USD 3.00), and 'Security Key' (a numeric keypad). A note states: '* Use only decimal point separator' and 'This transfer fee will be applied once the transfer is executed'. At the bottom right 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

My Profile

User Information | Physical Address | Mailing Address | Bank Accounts | Profile Settings | My Preferences

My Preferences

E-mail Notifications

Transfer From Other User: Yes No

Automatic Transfer

When Balance Reaches Amount in USD: 150

On Date: 15

Payment Method:
Check
Check
Debit Card
RefPay Direct

Payment Method: EFT

Security Key: *

Save Cancel