ArbiterSports

Online Referee
Management Solutions

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Arbiter – RefPay
Integration

Creating a RefPay Account

Begin by going to www.refpay.com and the click the large Sign Up button then click Next to register as a sport official.

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Enter Your User Type

When all required fields
are completed click **Next**

Registration Form - Step 1 of 8
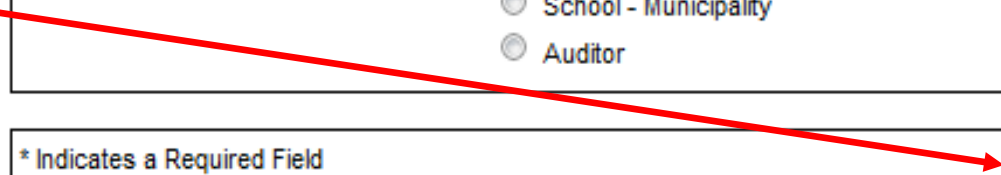
Type of User

Type of User: *
- ● Sports Official
- ○ Paying Administrator
- ○ School - Municipality
- ○ Auditor

* Indicates a Required Field   Next   Cancel

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Enter Your Personal Information

Date of Birth and SSN are required.
Neither assigners nor Arbiter
employees see this information, but it
is needed for 1099 purposes.

When all required fields
are completed click **Next**

Registration Form - Step 2 of 8

User Information

Title:	Select One
First Name(s): *	
Middle Name/Initial:	
Last Name(s): *	
Company Name (Only if Company is Account Owner):	
Date of Birth: *	▢ / ▢ / _____ 📅 (mm/dd/yyyy)
Driver's License :	

○ SSN   ○ TIN

SSN: *	____ - ____ - _____ (Verified by IRS)
Federal TCC#:	
Country of Residence:	Select One
Country of Citizenship:	Select One
E-mail Address: *	
Confirm E-mail Address: *	
Home Phone:	
Office Phone:	
Mobile Phone:	
Fax:	
Preferred Language:	English

* Indicates a Required Field

Back   Next   Cancel

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Enter Address Information

Like your SSN, addresses are needed for 1099 purposes only.

Registration Form - Step 3 of 8

Physical Address

Address: *	
Address (2nd Line):	
City: *	
State / Province / Region: *	Select One
Zip / Postal Code: *	
Country: *	Select One

When all required fields are completed click **Next**

* Indicates a Required Field

Back   Next   Cancel

Enter Your Personal Information

Enter a separate mailing address or check the box to indicate it is the same as the address indicated on the previous screen.

When all required fields are completed click **Next**

Registration Form - Step 4 of 8

Mailing Address

Same As Physical Address

Name: *

Address: *

Address (2nd Line):

City: *

State / Province / Region: *   Select One ▼

Zip / Postal Code: *

Country: *   Select One ▼

* Indicates a Required Field   Back Next Cancel

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Enter Bank Information

To receive payments through direct deposit your bank information is required. Receiving payments by check or debit card may require a fee so direct deposit is recommended.

This information can be entered later if not done at this time.

When all required fields are completed click **Next**

Registration Form - Step 5 of 8

Bank Account Information

Bank account information is <u>not</u> required to create a RefPay account. However, bank account information allows the user to receive payments by direct deposit and/or fund their RefPay account. Users will only be able to receive payments via check or RefPay debit card if bank account information is not provided.

Bank Name: [   ] [?]

Address: [   ]

City: [   ]

State: [▼]

Routing Number: [   ] [?] Look it up

Account Number: [   ] [?]

Account Type: [▼]

Name on Account: [   ] [?]

Routing #   Account #   Check #
(9 digits)

⑆00123456⑆ 98765432⑈ 0101

TRANSIT SYMBOL   ON US SYMBOL

[Back] [Next] [Cancel]

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Enter Security Question

Because your funds can be accessed through this account, additional security is required beyond a username and password.

The answer to this question is required should you forget your login information.

Registration Form - Step 6 of 8

Security Question	
Question: *	Select One ▼
Answer: *	

* Indicates a Required Field   Back Next Cancel

When all required fields are completed click **Next**

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Create Sign-in Information

Select a username, password and four-digit security key as your RefPay sign-in information.

Your email address is acceptable as your username should you like to keep that the same as your Arbiter sign-in information.

If you have an ArbiterSports account make sure to select Yes. Once you click yes, fill the section out below to link your RefPay account To ArbiterSports

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 ArtbiterSports)
ArbiterSports Password:		(Used to access ArtbiterSports)

* Indicates a Required Field   Back Next Cancel

When all required fields
are completed click **Next**

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Agree to Terms & Conditions

To see the terms and conditions
click <u>View</u>. Once you review them
select *I Agree to these Terms &
Conditions.*

Registration Form - Step 8 of 8

Terms & Conditions

☑ I Agree to these Terms & Conditions *   View

* Indicates a Required Field   Back | Send | Cancel

When all required fields
are completed click **Send**

*At this point your RefPay account is created. Log into ArbiterSports
to make sure your RefPay account is linked to ArbiterSports. You
cannot be paid thru RefPay until you link your RefPay account to your
Arbiter account!!*

If you put in your ArbiterSports login information on step 7 then you should see your account number and balance under your Payments tab.

For Officials

If your account number and balance don't show, enter your RefPay username and then click the plus sign. When you are added to a new group you will need to complete these steps as well.

For Officials

Your RefPay Account Number (randomly created) will be displayed (1). Enter your four-digit security key (2) and check the Arbiter group numbers (3) for which you want to receive RefPay payments then click the blue disk (4).

For Officials

You will now see your RefPay account number shown for each group you selected and your account balance (which will always be $0.00 initially). You may check this screen for your account balance at anytime, but you must sign into refpay.com to actually receive your funds once you have been paid. The RefPay logo on this screen will take you to the refpay.com sign-in page.

For Officials

Once a payment is made to you by a school or association you will sign into www.refpay.com to see this screen and your new balance.

For Officials

The account history lets you see when payments have been made to you and from whom.

For Officials

RefPay .com

Welcome **ArbiterOfficial!** You have 1 new messages.   Help

- Accounts
- Support
- Transfers
- News
- Reports
- My Profile
- Logout

Transfers

Send Funds

To Bank Account (EFT)	Enter
To RefPay Debit Card	Enter
By Check	Enter

Transfer Funds

Between My RefPay Accounts	Enter
Pay Officials, Personnel & Other RefPay Users (Individual)	Enter
Pay Officials, Personnel & Other RefPay Users (Mass)	Enter
Pay Officials From Non-RefPay Account (EFT)	Enter

Fund Account

Upload Funds into RefPay (EFT)	Enter

You can receive your RefPay funds in any of three ways from the Transfers menu:

1. **Direct Deposit**

2. **Send to Debit Card**

3. **Ask that a check be mailed**

Officials can also send other officials or schools money through RefPay for times they may get paid for a game someone else worked.

For Officials

Congratulations, you may now be paid through RefPay.

- RefPay is always free to officials that send the money to a bank account or to a RefPay debit card.

- Requesting a check is $5.00.

For Officials

Security

RefPay was designed to protect your data. Our 128-bit encrypted website uses the same technology as most online banks. Arbiter employee access to RefPay information is completely restricted and all accounts audited daily. RefPay funds are kept in an FDIC-insured account with a fully-accredited and trusted local bank.