

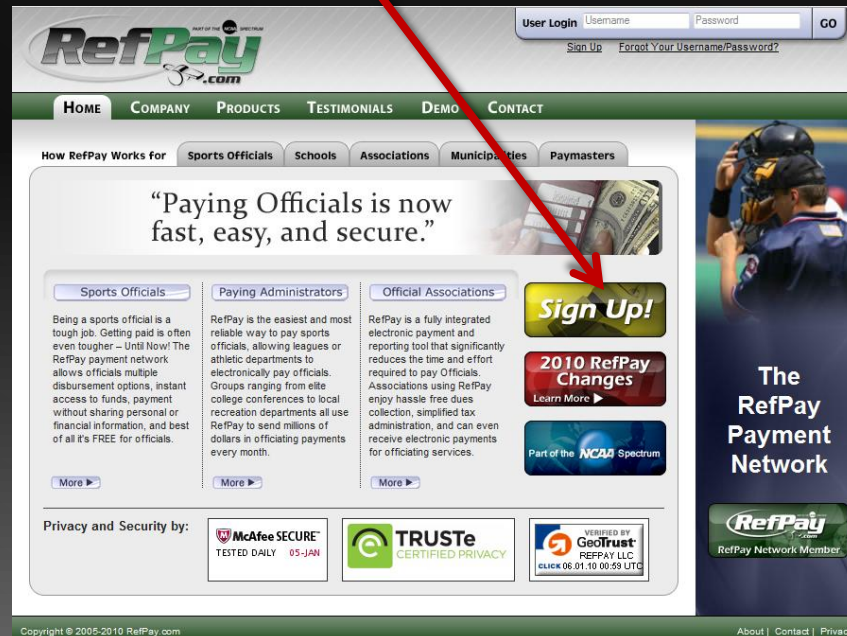
REFPAY WALKTHROUGH

FOR SPORTS OFFICIALS USING ARBITERSPORTS

SIGNING UP

- Follow these easy steps to sign up on RefPay as an Official

- Go to - <http://www.refpay.com/>
- Once on the home page select "Sign Up!"



3. Select Sporting Official

Registration Form - Step 1 of 8

Type of User	
Type of User: *	<input checked="" type="radio"/> Sports Official
	<input type="radio"/> Paying Administrator
	<input type="radio"/> School - Municipality
	<input type="radio"/> Auditor

* Indicates a Required Field

Next Cancel

- Agree to the terms and agreements
- Fill out Registration Form
- Wait 24 hours for a confirmation email stating your account request has been accepted and your good to go!

LINKING ACCOUNTS

During the RefPay Registration if you selected yes to receiving game assignments through ArbiterSports and entered your ArbiterSports credentials, your accounts will be linked automatically. If you didn't select yes or just joined Arbiter, please follow the steps below to link your accounts so you can receive payment.

If you are a Non-ArbiterSports user you may need to submit your RefPay account # and username to your assigner to receive payment

1. Go to ArbiterSports.com
2. Sign in
3. Click Payments Tab
4. Select RefPay
5. Type in RefPay 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 website interface. At the top, the 'ArbiterSports' logo is on the left, and 'SWITCH VIEWS' and 'SIGN OUT' buttons are on the right. Below the logo is a navigation bar with tabs: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS (highlighted with a red arrow labeled 3), BLOCKS, LISTS, MYREFEREE, and SETTINGS. Below the navigation bar is a sub-bar with tabs: REFPAY (highlighted with a red arrow labeled 4), PAYSHEETS, and INVOICES. The main content area is titled 'RefPay' and features the RefPay logo and a 'Click RefPay logo to Login' instruction. A blue box prompts the user to 'Please enter your RefPay account information'. Below this, there is a form with the following fields: 'RefPay Username' (containing 'David999', highlighted with a red arrow labeled 5), 'RefPay Account #' (a dropdown menu showing '1290401832', highlighted with a red arrow labeled 7), and 'RefPay Security Key' (a text input field, highlighted with a red arrow labeled 7). To the right of these fields is a table with two columns: 'RefPay Account #' and 'Group'. The table contains two rows of data: '1290401832 Balance: \$0.00' and '100003', and '1290401832 Balance: \$0.00' and '105999'. Below the table are two checkboxes: '100003' and '105999'. The '105999' checkbox is checked (highlighted with a red arrow labeled 8). At the bottom right of the form is a note: 'If an account has been set to a selected group, the existing account of the group will be replaced.' The bottom of the page has a footer with links: 'About | Contact | Legal | Help'.

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

TRANSFERRING FUNDS

- ◎ Once your association has submitted funds into your RefPay account you have a few different options for receiving payment
 1. By Check
 2. Direct EFT to your Bank Account
 3. To RefPay Debit Card
- ◎ Requesting a check to be sent to the address on your RefPay profile is \$3 per check. Takes 3-5 business days
- ◎ As an official you can make a transfer directly to your bank from your RefPay account for FREE. Takes 1-3 business days
- ◎ If you have applied for a RefPay debit card you can transfer funds directly to the card at no cost Takes 1 business day
- ◎ Detailed transaction costs associated with the RefPay debit card are available at <http://refpay.com/transactioncosts.html>

TRANSFERRING FUNDS – CONT

- To Request a transfer to your Bank Account, to RefPay debit card, or by Check is fast and easy
- First go to RefPay.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, to RefPay Debit Card, or by Check.
- Fill out the transfer request form. Double check the information and submit

The screenshot shows the RefPay website's 'Transfers' page. On the left is a green sidebar with icons and labels for 'Accounts', 'Support', 'Transfers' (highlighted), 'News', 'Reports', 'My Profile', and 'Logout'. The main content area has a 'Transfers' header with a computer icon. Below it are two sections: 'Send Funds' and 'Transfer Funds'. The 'Send Funds' section has three rows: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check', each with an 'Enter' button. The 'Transfer Funds' section has four rows: '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 with an 'Enter' button.

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

The screenshot shows the 'Send Funds by Check Request' form. The left sidebar is identical to the previous screenshot. The main content area has a 'Transfers' header. Below it is a section titled 'Send Funds by Check Request' with a 'Debit from Account' sub-header. The form includes fields for 'Account Number' (1290401832), 'Account Type' (RefPay Free Account), and 'Available Balance' (0.00 USD). Below this is a 'Check Beneficiary' section with fields for 'Beneficiary Name' (David Larrabee), 'Address' (126 W Sego 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 this is a 'Transfer Details' section with fields for 'Amount to Transfer', 'Transfer Fee' (Processing Fee USD 3.00), and 'Security Key' (a 10-digit numeric field). A note states: 'This transfer fee will be applied once the transfer is executed'. At the bottom are 'Continue' and 'Cancel' buttons.

Send Funds by Check Request	
Debit from Account	
Account Number:	1290401832
Account Type:	RefPay Free Account
Available Balance:	0.00 USD

Check Beneficiary	
Beneficiary Name:	David Larrabee
Address:	126 W Sego Lily Dr
Address (2nd Line):	
City:	Sandy
State / Province / Region:	UT
Zip / Postal Code:	84070
Country:	United States

Transfer Details	
Amount to Transfer:	* Use only decimal point separator
Transfer Fee:	Processing Fee USD 3.00
Security Key:	1 2 3 4 5 6 7 8 9 0

AUTO SWEEP TRANSFERS

- To make it even easier RefPay has an Auto Sweep feature.
Under the My Profile tab, select My preferences at the top, and click modify. RefPay gives you 2 choices on how to set up Auto Sweep.
 - Once you have selected when to have the funds sweep; select the payment method of your choice and save. Auto Sweep only costs \$1.50 per transaction (Checks are \$3) and sends you your money **WITHOUT YOU SIGNING IN!**
1. Have the funds sweep when your balance reaches a certain amount
 - OR
 2. Have the balance sweep once a month on a date of your choice.

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: (dropdown menu open showing: Check, Debit Card, EFT)

RefPay Direct

Payment Method: EFT

Security Key: *

Save Cancel