

Registering For an ArbiterPay Account (Officials)

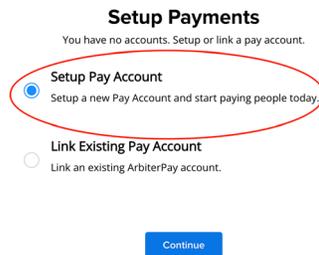
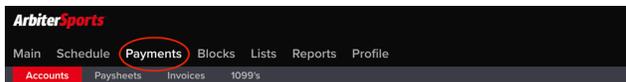
Note: This article is for officials setting up an ArbiterPay account.

Officials can manage schedules and payments in one place with their Arbiter account. No more navigating between two websites (ArbiterPay and ArbiterSports). Now, all functionality has been consolidated ArbiterSports.com. The following screenshots cover how officials [Type here]

Set Up ArbiterPay

Officials can set up their ArbiterPay account by navigating to the Payments tab and working through a two-step process of data collection:

1. *Click* on the **Payments** tab in your ArbiterSports.com account as an Official.
2. *Click* on the **Set Up Pay Account** button.



3. *Enter* your **personal information** and *Click Continue* to continue.

A screenshot of the 'Personal Information' form. The title is 'Personal Information'. Below it, it says 'We require personal information to help us verify you are a real person. We do not store any of this personal information.' The form has several input fields: 'First Name', 'Last Name', 'Email', 'Birthday', 'Social Security Number', 'Home Address', 'City', 'State', and 'Zip'. There is a blue 'Continue' button at the bottom.

4. Enter a 4 Digit Security Pin. By clicking Continue, you are agreeing to ArbiterPay's Terms & Conditions.

The screenshot shows the 'Additional Information' page in the ArbiterSports interface. At the top, there is a navigation bar with 'Main', 'Schedule', 'Payments', 'Blocks', 'Lists', 'Reports', and 'Profile'. Below this is a sub-navigation bar with 'Accounts', 'Paysheets', 'Invoices', and '1099's'. A link for '< Back to Accounts' is on the left. The main heading is 'Additional Information' with a message: 'Nice work! Please create a PIN and make sure you remember this.' Under the heading 'PIN', there are two sections: 'Enter New 4 Digit PIN' with four input boxes and a 'Show' link, and 'Confirm 4 Digit PIN' with four input boxes. A note states: 'This is required when making payments. Remember your PIN.' At the bottom, there is a disclaimer: 'By signing up, you agree to our Payor Online User Agreement & Payee Online User Agreement' with links. Two buttons, 'Back' and 'Continue', are at the bottom.

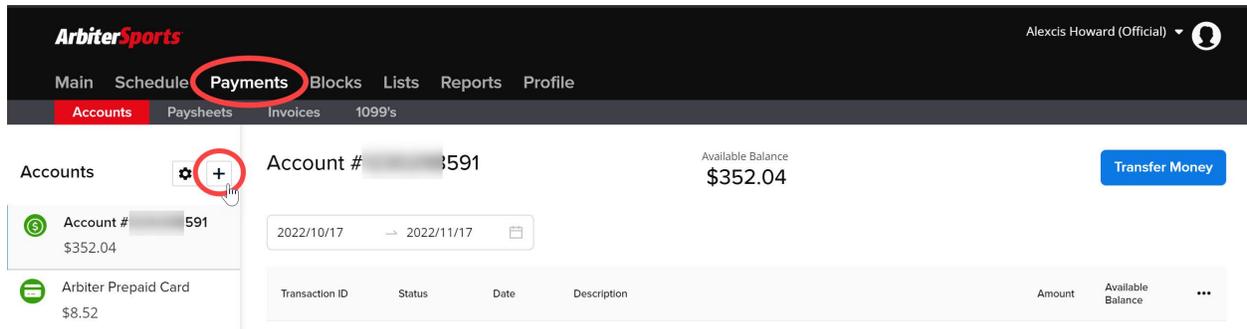
5. Your screen will update to reflect your new ArbiterPay account. The ten digit number listed at the top is your ArbiterPay Account number, underneath the Account Number will reflect your ArbiterPay transactions.

The screenshot shows the account overview page in the ArbiterSports interface. The top navigation bar is the same as in the previous screenshot. On the right, the user's name 'Shay Prendergast (Official)' and a profile icon are visible. The sub-navigation bar is also the same. On the left, there is a sidebar with 'Accounts' and a '+', and a list of accounts including 'Account #3894325176' with a balance of '\$0.00'. The main content area shows 'Account #3894325176' with an 'Available Balance' of '\$0.00' and a 'Transfer Money' button. Below this is a date range selector for '2022/08/23' to '2022/09/23'. A table displays transactions with columns for 'Transaction ID', 'Status', 'Date', 'Description', 'Amount', and 'Available Balance'. One transaction is shown: Transaction ID '79181910', Status 'Executed', Date '09/23/22', Description 'new_account', Amount '+\$0.00', and Available Balance. At the bottom right, there are pagination controls showing '1' of '25 / page'.

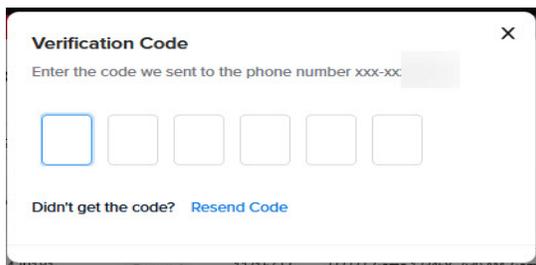
You are all set up to receive payments as an official. Follow on to page 3 to learn how to add your bank account so you can transfer funds.

Adding a Bank Account (Officials)

1. *Sign in* to your **official account** on ArbiterSports.com.
2. *Go* to the **Payments** tab.
3. *Click* on the **plus sign "+"** on the far-left side next to "Accounts."



4. A 6-digit verification code will be sent to the phone number on your profile. *Enter* the **code** to continue.
 - o If you do not have a phone number on your profile, you will be prompted to add one. NOTE: It is strongly encouraged you add your cell phone number if it is not already added.



5. Arbiter uses Plaid, a third-party integration, to securely and easily add your bank account. *Click Continue* and **follow the instructions** on the Plaid menu.
6. *Select or search* your **bank institution**.
7. Plaid will prompt you to enter your bank login credentials.
8. After you enter your bank login credentials, you will need to go through Multi-Factor Authentication with your bank, which Plaid will guide you through.
9. After the authentication succeeds, select the bank account you want to add, and you will be returned to Arbiter with your added bank account shown on the left side of the Accounts page.



If your bank institution requires further verification, your bank account will be added as pending on the Accounts page and you will need to wait until this verification is completed on Plaid's end.

Manual Add

If you are unable to find your bank or if you are having trouble adding your bank by entering login credentials, you have the option to manually add an account. Scroll to the bottom of the bank institution list and *click* **Link with account numbers**. Follow Plaid's instructions to manually enter your bank details.

- **Important Note:** Manually adding a bank account with account numbers requires verification of two small micro-deposits which will take a couple of business days to complete. Your bank will add in a pending status, and you will need to return to the Accounts page to verify the amounts of the micro-deposits.

ONLINE VERSION OF THESE INSTRUCTIONS. <https://arbitersportshelp.zendesk.com/hc/en-us/articles/19923809225229> -

If you need additional arbiter assistance [submit a request](#).