

ARBITERPAY WALKTHROUGH

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

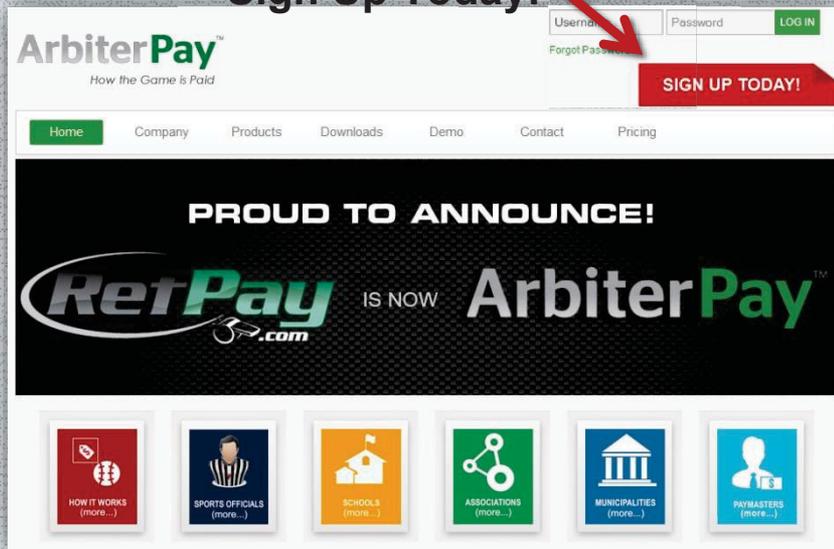
SIGNING UP

- 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: *	<input checked="" type="radio"/> Sports Official
	<input type="radio"/> Sports Official - Canadian
	<input type="radio"/> Paying Administrator
	<input type="radio"/> Paying Administrator - Canadian
	<input type="radio"/> School - Municipality
	<input type="radio"/> 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 account 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.
- If you select “yes” to order a RefPay debit card, you will be charged \$4.95. Only select yes if you intend to use the debit card.

Registration Form - Step 7 of 8

Preferences

Username *: RefPayGuy@ArbiterSp (E-mail address recommended)

Password *:

Confirm Password *:

Security Key: * 1235 (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

Arbiter Sports 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

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. **Section VI's group number is 103437.**

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

ArbiterSports

SWITCH VIEWS SIGN OUT

David Larrabee (Official)
Advanced Business Technology
Group ID: 100003

MAIN SCHEDULE EVALUATIONS **PAYMENTS** BLOCKS LISTS MYREFEREE SETTINGS

REFPAY PAYSHEETS INVOICES

RefPay Exit

4.

RefPay logo to Login

Please enter your RefPay account information

RefPay Username David999

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

8.

RefPay Account Number: 1290401832

RefPay Security Key:

7.

9.

Exit

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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 Electronic Funds Transfer 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