

# REFPAY WALKTHROUGH

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SPORTS OFFICIAL

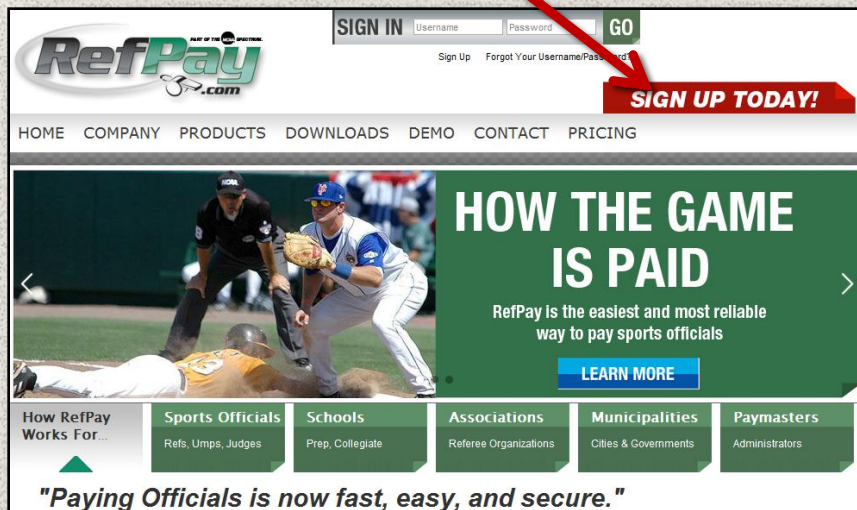
Updated as of 8/29/12

# SIGNING UP

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

1. Go to [www.RefPay.com](http://www.RefPay.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: \*

Sports Official

Paying Administrator

School - Municipality

Auditor

\* Indicates a Required Field

Next Cancel

4. Fill out Registration Form

5. Agree to the terms and agreements and submit the registration

6. Once you submit the registration you will be prompted to sign into your new RefPay Trust account!

# LINKING REFPAID AND ARBITERSPORTS

- As an ArbiterSports user, you can have your RefPay 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

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

ArbiterSports 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 REFPAID 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 RefPay account # and username to your assigner to receive payment

- To link your accounts:

- Go to ArbiterSports.com
- Sign in
- Click Payments Tab
- Select RefPay
- Type in RefPay Username
- Click the green add sign
- Type 4 digit Security Key
- Check all Group ID's
- 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' are on the right. Below the logo is a navigation bar with tabs: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS (highlighted in red), BLOCKS, LISTS, MYREFEREE, and SETTINGS. Below this is a sub-navigation bar with 'REFPAY' (highlighted in red), 'PAYSHEETS', and 'INVOICES'. The main content area is titled 'RefPay' and contains a form for linking accounts. The form includes a 'RefPay Username' field with 'David999' entered. Below this is a table with columns 'RefPay Account #', 'Balance', and 'Group'. The table lists two accounts with account number 1290401832 and balance \$0.00, and two group IDs: 100003 and 105999. There are checkboxes next to the group IDs, with the 100003 checkbox checked. A 'RefPay Security Key' field is also present. The form is titled 'Please enter your RefPay account information' and has an 'Exit' button at the bottom right. Red arrows point to various elements: 1. to the RefPay Username field, 2. to the RefPay Username field, 3. to the PAYMENTS tab, 4. to the REFPAID sub-tab, 5. to the RefPay logo, 6. to the green plus sign, 7. to the RefPay Security Key field, 8. to the checked checkbox, and 9. to the save button.

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**

RefPay

Click RefPay logo to Login

Please enter your RefPay account information

RefPay Username David999

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

100003 **8.**

105999

RefPay Account Number: 1290401832 **7.**

RefPay Security Key:

If an account has been set to a selected group, the existing account of the group will be replaced.

**9.** **Exit**

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# TRANSFERRING FUNDS

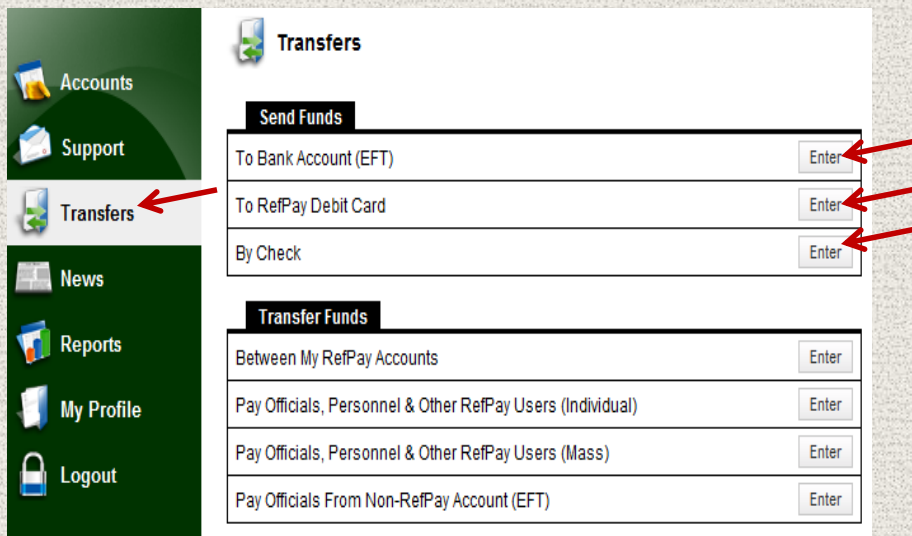
- Once your school, league, or association has submitted funds into your RefPay account you have a few different options of receiving payment
  1. By Check
  2. Direct EFT to your Bank Account
  3. To RefPay Debit Card
- Requesting a check to be sent to the address on your RefPay profile is \$5 per check. Takes 3-5 business days
- As an official you can make a transfer directly to your bank from RefPay 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 1-3 business days

- Detailed transaction costs associated with the RefPay debit card are available at <https://www.refpay.com/pricing.html>

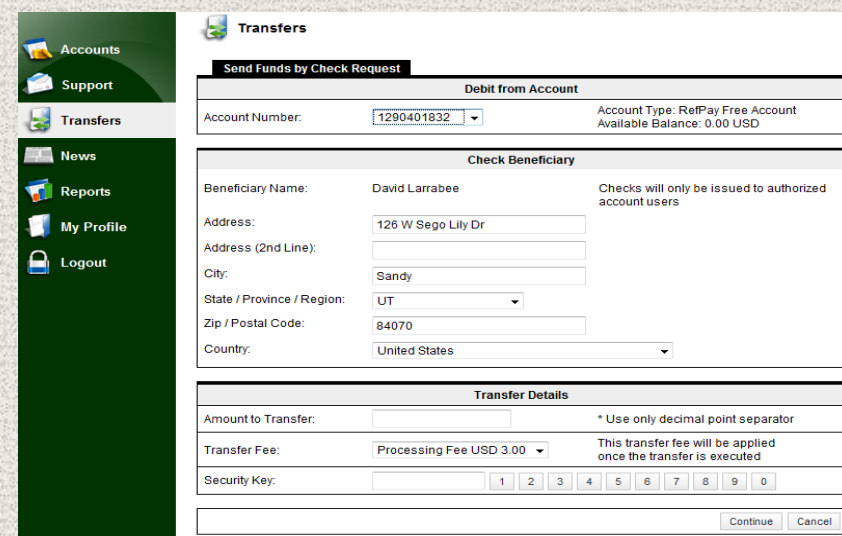


# REQUESTING A FUNDS TRANSFER

- 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 'Transfers' section of the RefPay website. On the left is a green sidebar with navigation 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-header 'Send Funds'. Below this, there are three options: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check'. Each option has an 'Enter' button to its right, with red arrows pointing to these buttons. Below the 'Send Funds' section is another section titled 'Transfer Funds' 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 to its right.



The screenshot shows the 'Send Funds by Check Request' form. The form is titled 'Send Funds by Check Request' and has a sub-header 'Debit from Account'. The 'Account Number' field is set to '1290401832' and the 'Account Type' is 'RefPay Free Account' with an 'Available Balance' of '0.00 USD'. Below this is the 'Check Beneficiary' section, which includes fields for 'Beneficiary Name' (David Larrabee), 'Address' (126 W Segó 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 10-digit numeric field). The form ends with 'Continue' and 'Cancel' buttons.

# AUTOMATIC TRANSFERS

- To make it even easier, you can opt to receive the funds from your RefPay account without you even signing in!

To enable Auto-Sweep:

- 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.
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 - \$5.00 per Auto Transfer
- To Bank Account - \$1.50 per Auto Transfer
- To RefPay Debit Card - FREE

The screenshot shows the 'My Profile' page with a navigation menu on the left containing: Accounts, Support, Transfers, News, Reports, My Profile (selected), and Logout. The main content area has tabs for: User Information, Physical Address, Mailing Address, Bank Accounts, Profile Settings, and My Preferences (selected). Under 'My Preferences', there are sections for 'E-mail Notifications' (Transfer From Other User: Yes/No), 'Automatic Transfer' (When Balance Reaches Amount in USD: 150, On Date: 15, Payment Method: Check), and 'RefPay Direct' (Payment Method: EFT). A 'Security Key' field is at the bottom with 'Save' and 'Cancel' buttons.

# OFFICIAL'S UNLIMITED ACCOUNT

- As an official, you can opt in for an “Unlimited Account” that grants you unlimited automatic transfers to your bank account at no additional cost for one full year.
- To have your account upgraded, simply wait for the balance of \$9.95 to accrue in your RefPay Trust Account, then send an email request either through our Internal Messaging Service or to [Support@RefPay.com](mailto:Support@RefPay.com).”

If you have any further questions or concerns regarding your RefPay account, please contact our support line: 801-702-8029