

How to Setup a GoPay Payment Method

1. Login with your username and password at www.gameofficials.net
2. Make sure you are logged in as an Official
3. Under **Personal Info**, click on **My Payments**
4. You will need to fill out the **GoPay User Agreement** if this is the first time setting up GoPay. Click on **Show User Agreement**. To complete the User Agreement, click **I Agree**.
5. To setup your pay method, on your GoPay page, click on **Add New Pay Method**.
6. Under **Enter New Payment Method**, select either **Checking** or **Savings** (for Direct Deposit), or **Check by Mail**.
7. Click **Continue**
8. Fill in your pay method details.
 - For **Direct Deposit**, fill in your bank account information (bank name, routing number, account number and account billing address).
 - For **Check by Mail**, fill in the mailing address where you would like GameOfficials to mail your check.
9. Click **Continue**
10. Complete the **Payment Authorization** page by checking the box for I Understand and agree with the terms above, as well as the Authorized Users Signature and Today's Date.
11. Click **Save (Confirm Payment Method)**, and you're all setup!

Important Info:

- Once your club/assignor processes payments for your games, you will receive an **email notification** from GoPay letting you know that you have funds available in your GoPay account.
- For **Direct Deposit**, funds can be released to your bank account daily. There is no additional charge from GameOfficials when using direct deposit as a pay method. It can take your bank 1-2 business days for your payment to show on your account statement.
- For **Check by Mail**, you will be able to click on a **Request Funds** button each time you would like GameOfficials to mail you a check. There is a \$3.00 deduction from your total payment when mailing a check. All checks are mailed weekly as first class mail with the U.S. Postal Service.

