

## ArbiterPay Overview

All,

Due to the acquisition of PayOGFE by Arbiter you will now be paid through ArbiterPay. If you already have an ArbiterPay account, all you need to do is link your account. See instructions below at the bottom of this overview.

If you have not previously created an ArbiterPay account, please follow this [link](#) to register as a sports official. During the registration process, you will be given the opportunity to provide bank information. It is highly recommended that you provide this information so that your payments can be made via direct deposit. Failure to register with ArbiterPay prior to Week 1 will delay payments.

Please see below for a step-by-step guide on how to register:

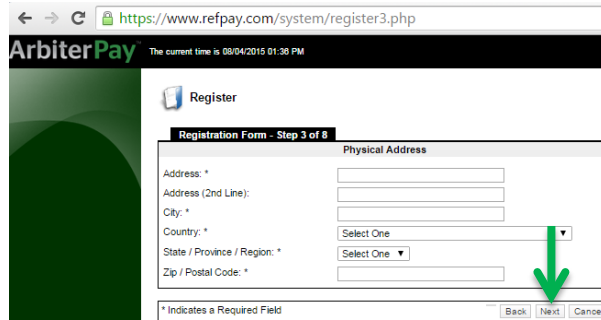
1. Click on the “link” above.
2. Click “Sports Official” as your type of user, and then click next.

The screenshot shows the first step of the registration process. The browser address bar displays <https://www.refpay.com/system/register1.php>. The page header includes the ArbiterPay logo and the current time: 08/04/2015 01:28 PM. The main content area is titled 'Register' and 'Registration Form - Step 1 of 8'. Under the heading 'Type of User', there are six radio button options: 'Sports Official' (selected), 'Sports Official - Canadian', 'Paying Administrator', 'Paying Administrator - Canadian', 'School - Municipality', and 'Auditor'. A red arrow points to the 'Sports Official' option. At the bottom right of the form, there are 'Next' and 'Cancel' buttons. A green arrow points to the 'Next' button. A legend at the bottom left states '\* Indicates a Required Field'.

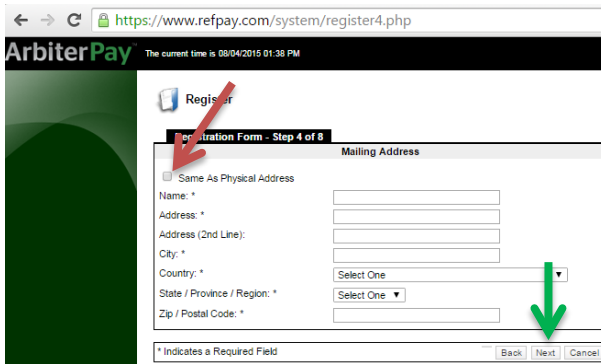
3. Enter all of your personal information in the boxes listed below. You do not need to input your driver's licenses number. Be sure if you are using an LLC to put your TIN and not your social security number. Once you are finished then click next.

The screenshot shows the second step of the registration process. The browser address bar displays <https://www.refpay.com/system/register2.php>. The page header includes the ArbiterPay logo and the current time: 08/04/2015 01:31 PM. The main content area is titled 'Register' and 'Registration Form - Step 2 of 8'. Under the heading 'User Information', there are several fields: 'Title' (dropdown), 'First Name(s) \*', 'Middle Name/Initial', 'Last Name(s) \*', 'Company Name (Only if Company is Account Owner)', 'Date of Birth \*' (calendar), 'Driver's License' (dropdown), 'SSN \*' (checkbox), 'TIN' (checkbox), 'Federal TCC#', 'Country of Residence' (dropdown), 'Country of Citizenship' (dropdown), 'E-mail Address \*', 'Confirm E-mail Address \*', 'Home Phone', 'Office Phone', 'Mobile Phone', 'Fax', and 'Preferred Language' (dropdown). A green arrow points to the 'Next' button at the bottom right. A legend at the bottom left states '\* Indicates a Required Field'.

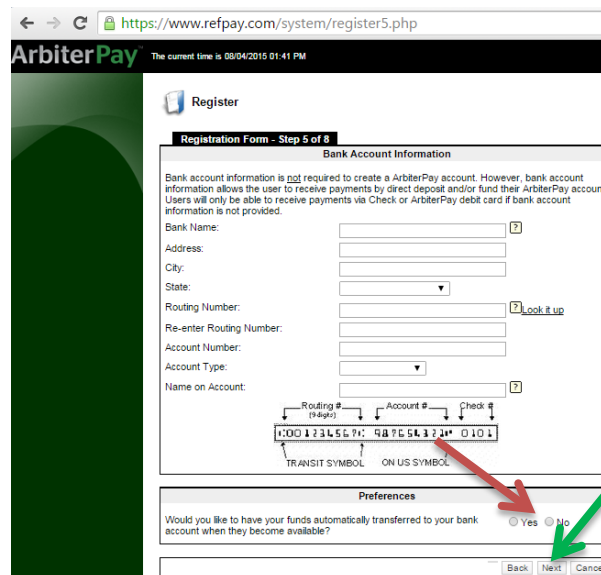
4. Enter your physical address in the boxes listed below. Once you are finished then click next.



5. Enter your mailing address in the boxes listed below. If your mailing address is the same as your physical address check the box highlighted below. Once you are finished then click next.



6. Enter your bank account info in the boxes listed below for direct deposit. If the information is left blank you will receive a check. Note: While there is no current fee for requesting a check, that could change at any point throughout the year. Direct deposit is the preferred method of payment. If you would like your funds to be directly sent to your bank account please check "Yes" in the box under preferences. If you would like the funds to be sent to your ArbiterPay account and manually transfer your funds to your bank account check "No". Once you are finished then click next.



7. Enter your security question and answer in the boxes listed below. Once you are finished then click next.

ArbiterPay The current time is 08/04/2015 02:00 PM

Register

Registration Form - Step 6 of 8

Security Question

Question: \* Select One

Answer: \*

\* Indicates a Required Field

Back Next Cancel

8. Create your username/password in the boxes listed below. At this point you must enter a security key that only you will know. The security key will have to be entered when accessing your funds. If you would like an ArbiterPay debit card please contact Arbiter for more information (1-800-576-2799), otherwise check "No". If you are an official that gets assignments via Arbiter please check "Yes", if you are an official that does not get your assignments via Arbiter please check "No". If you click "No" then click next. If you click "Yes" see below.

ArbiterPay The current time is 08/04/2015 02:05 PM

Register

Registration Form - Step 7 of 8

Preferences

Username \*: (E-mail address recommended)

Password \*: \*

Confirm Password \*: \*

Security Key/PIN (Must be 4 Digits): \* (4 Digits - Numeric Only e.g. 5555)

Would you like to order a ArbiterPay debit card? \*  Yes  No

Do you receive game assignments through ArbiterSports? \*  Yes  No

Indicates a Required Field

Back Next Cancel

- If you receive your assignments via Arbiter and check "Yes" you will then be required to enter your ArbiterSports email address and password which will automatically link your two accounts together. Once you are finished then click next.

ArbiterPay The current time is 08/04/2015 02:11 PM

Register

Registration Form - Step 7 of 8

Preferences

Username \*: (E-mail address recommended)

Password \*: \*

Confirm Password \*: \*

Security Key/PIN (Must be 4 Digits): \* (4 Digits - Numeric Only e.g. 5555)

Would you like to order a ArbiterPay debit card? \*  Yes  No

Do you receive game assignments through ArbiterSports? \*  Yes  No

ArbiterSports Account Details

Entering this information will automatically link your ArbiterSports and ArbiterPay accounts together.

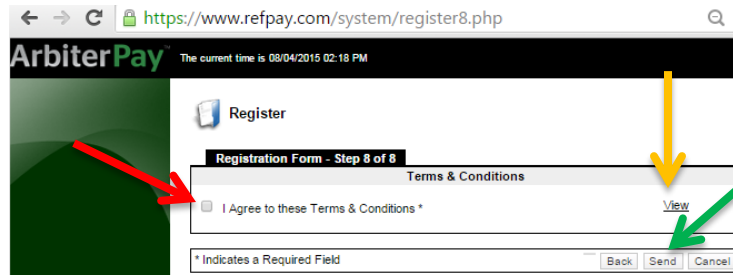
ArbiterSports Email: (Used to access ArbiterSports)

ArbiterSports Password: (Used to access ArbiterSports)

Indicates a Required Field

Back Next Cancel

- In the final step you will need to click “I Agree to these Terms & Conditions” to finalize your account. Click “View” to view the Terms and Conditions. Once you are finished then click send.



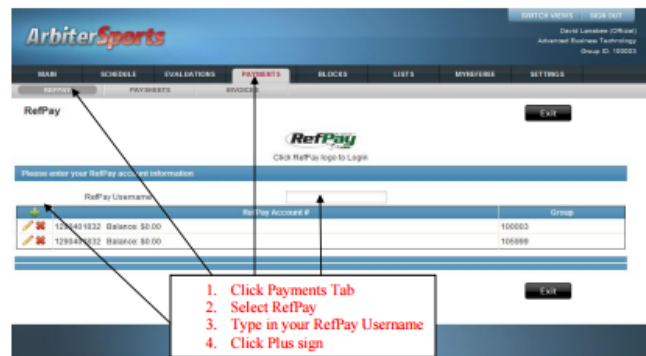
- You will receive a welcome email from ArbiterPay once your registration is complete via the email you provided for your account.

## ArbiterPay Linking Accounts

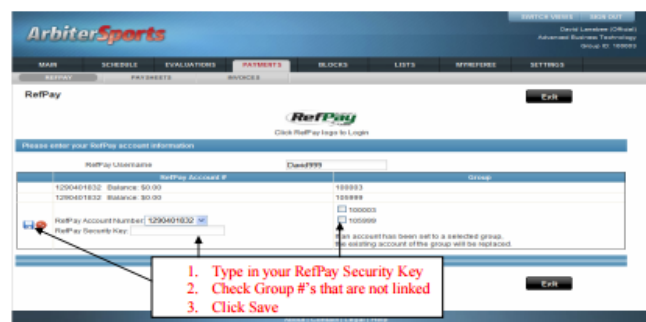
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### 7 Arbiter and Non-Arbiter Users 7.1 ArbiterSports Linking Accounts

Once you have created an account on RefPay and you are an Arbiter user. You will want to link your RefPay Account with your Arbiter group. By linking your RefPay account with your Arbiter group you will be able to receive payments from your Arbiter group associations. To link the accounts log onto [www.ArbiterSports.com](http://www.ArbiterSports.com) and sign in, click on the Payroll Tab, then the RefPay sub tab. Type in your RefPay username and select the green plus sign.



Type in your RefPay Security Key and click save when finished.



2.

### Linking RefPay and Arbiter (cont...)

Once your accounts are linked, the Arbiter will show your RefPay account number and the balance in it. To delete the link just click the red X



### The ArbiterPay Circle

