RefPay Walkthrough

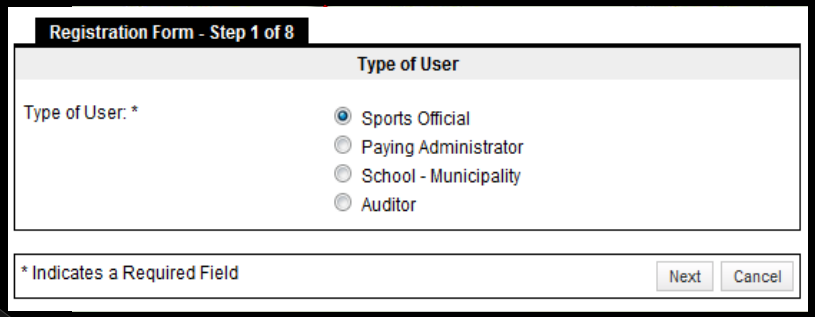
Sporting Official

Signing Up

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

1. Go to - http://www.refpay.com/
2. Once on the home page select "Sign Up!"

3. Select Sporting Official



4. Agree to the terms and agreements
5. Fill out Registration Form
6. Once you agree to the terms and submit your registration –you will be prompted to answer your security question and login.

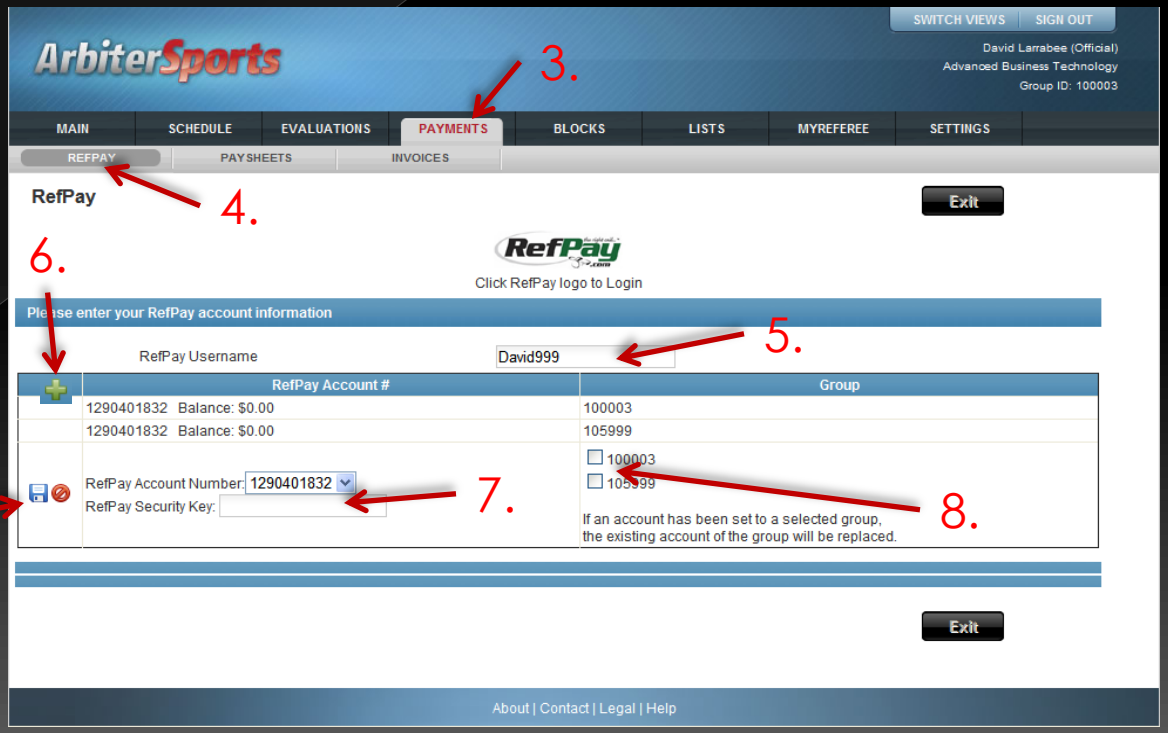
Linking Accounts

If you are an ArbiterSports user you will need to "link" your RefPay and ArbiterSports accounts together in order to receive payment.

To link your accounts:

1. Go to ArbiterSports.com
2. Sign in
3. Click Payments Tab
4. Select RefPay
5. Type in RefPay Username
6. Click the green add sign
7. Type 4 digit Security Key
8. Check all Group ID's
9. Click Save when finished

If you are a Non-ArbiterSports user you will need to submit your RefPay account # and username to your assigner to receive payment



Transferring Funds

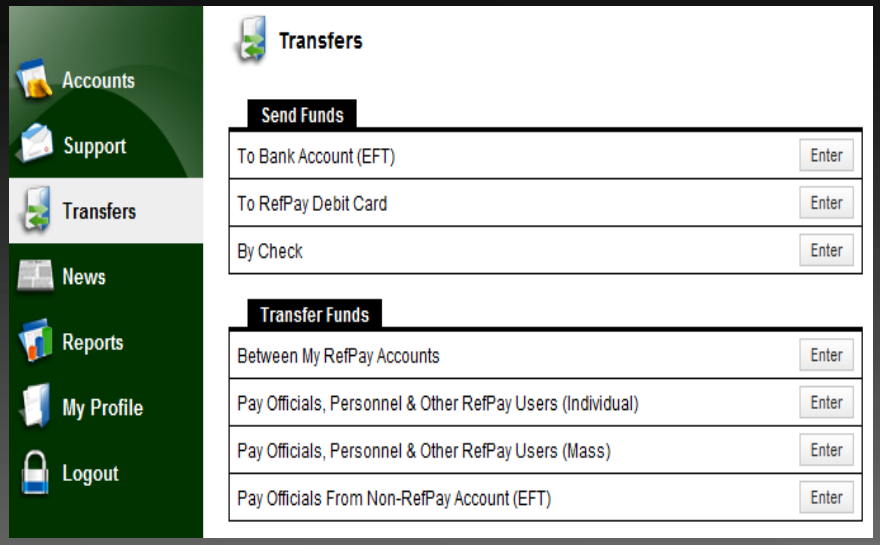
- Once your association has submitted funds into your RefPay account you have a few different options of receiving payment

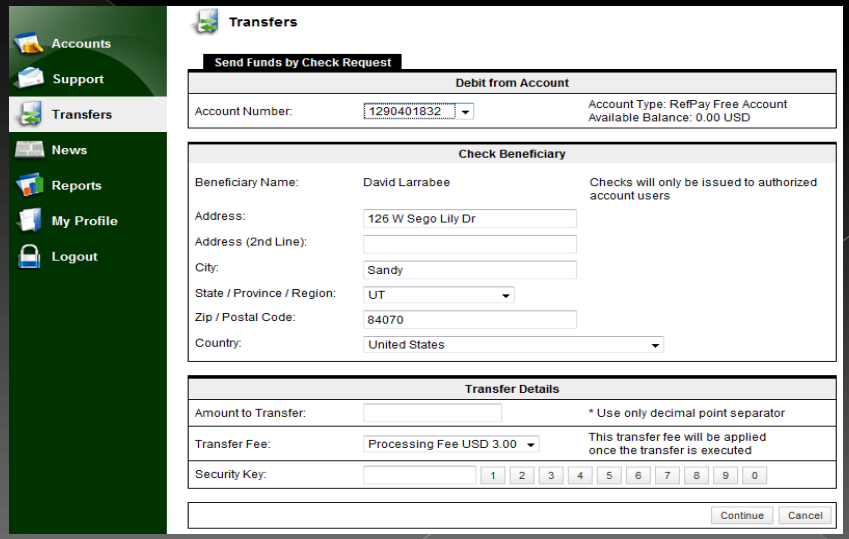
1. By Check
2. Direct EFT to your Bank Account
3. To RefPay Debit Card

- Requesting a check to be sent to the address on your RefPay profile is $5 per check. Takes 3-7 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 http://refpay.com/transactioncosts.html

Transferring Funds – Cont

- 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



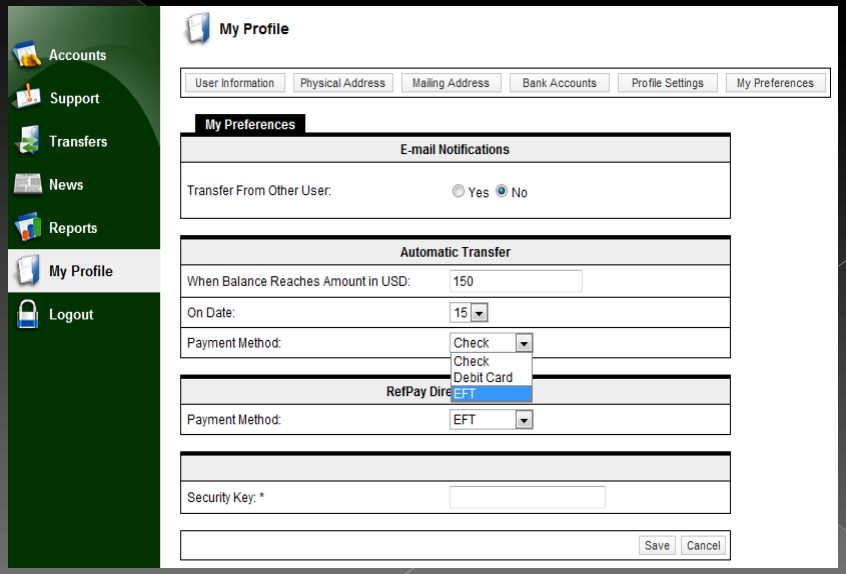


Auto Sweep Transfers

- To make it even easier RefPay has an Auto Sweep feature.

  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 once a month on a date of your choice.

- Once you have selected the when to have the funds sweep; select the payment method of your choice and save. Auto Sweep only costs $1.50 per transaction (Checks are still $5 and auto transfers to a RefPay Debit card are free) and sends you your money **WITHOUT YOU SIGNING IN!**