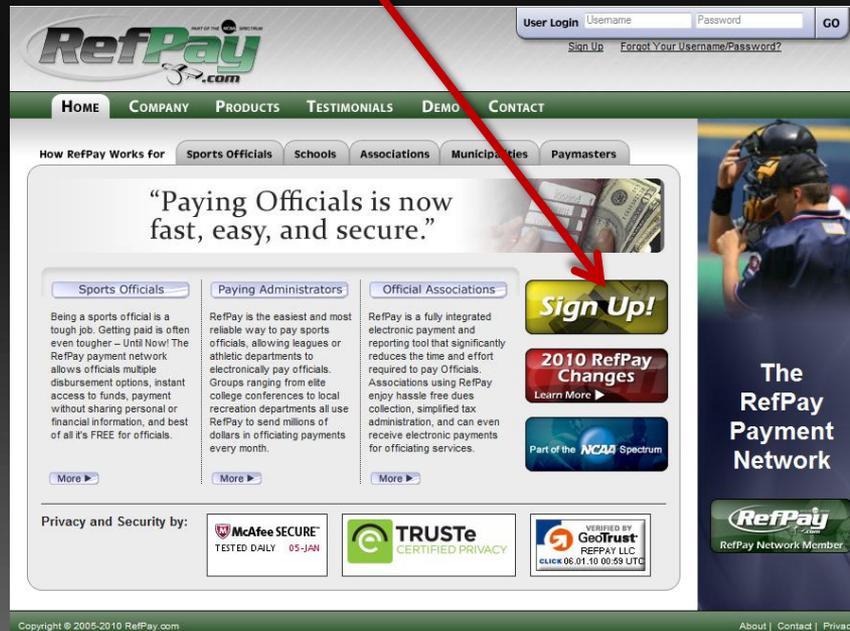


# REFPAY WALKTHROUGH

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

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. 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

The screenshot shows the ArbiterSports web interface. At the top right, there are links for 'SWITCH VIEWS' and 'SIGN OUT', and user information for David Larrabee (Official), Advanced Business Technology, Group ID: 100003. The main navigation bar includes 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFEREE', and 'SETTINGS'. The 'PAYMENTS' tab is selected, and the 'REFPAY' sub-tab is active. Below the navigation, there is a 'RefPay' section with an 'Exit' button. The RefPay logo and 'Click RefPay logo to Login' text are visible. A blue banner reads 'Please enter your RefPay account information'. The 'RefPay Username' field contains 'David999'. Below this is a table with columns 'RefPay Account #', 'Balance', and 'Group'. The table lists two accounts with a balance of \$0.00 and group IDs 100003 and 105999. There are checkboxes for each group ID. The 'RefPay Account Number' dropdown is set to '1290401832'. The 'RefPay Security Key' field is empty. A blue banner at the bottom of the form reads 'If an account has been set to a selected group, the existing account of the group will be replaced.' There is an 'Exit' button at the bottom right of the form. The footer contains links for 'About | Contact | Legal | Help'.

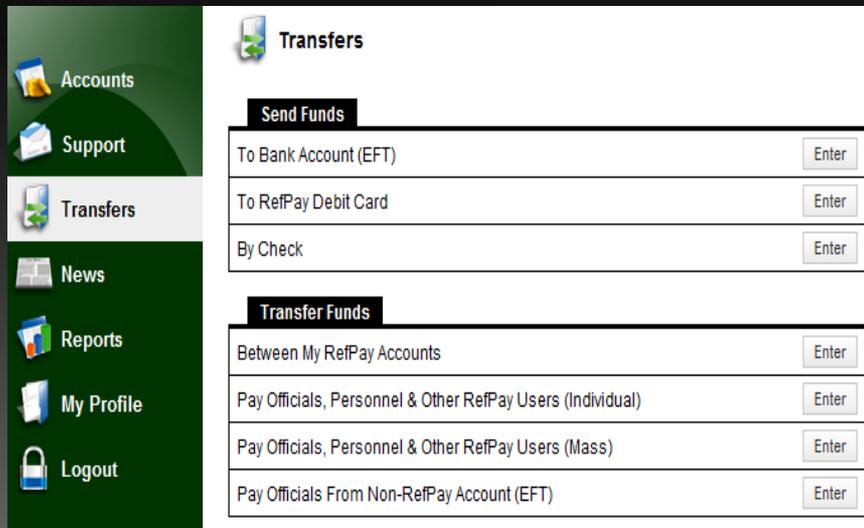
RefPay Account #	Balance	Group
1290401832	\$0.00	100003
1290401832	\$0.00	105999

# TRANSFERRING FUNDS

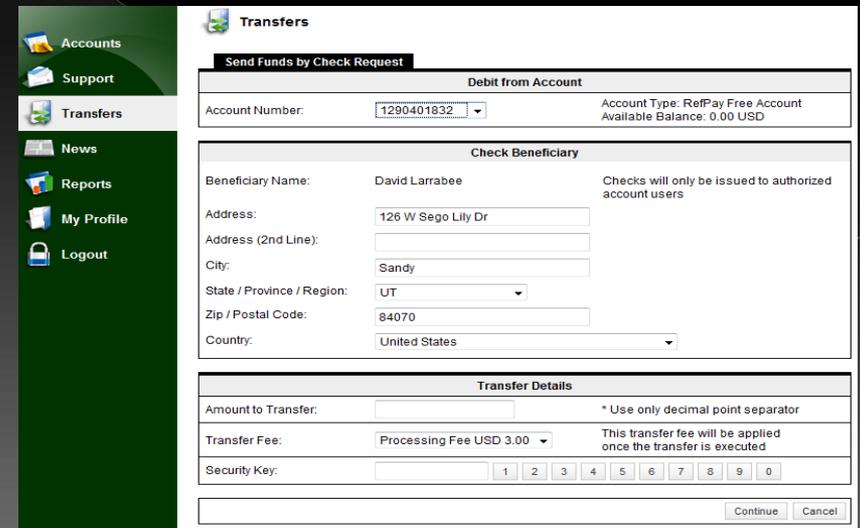
- ◎ Once your association has submitted funds into your RefPay account you have a few different options of receiving payment
  1. By Check
  2. Direct EFT to your Bank Account
  3. To RefPay Debit Card
- ◎ Requesting a check to be sent to the address on your RefPay profile is \$5 per check. Takes 3-7 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



The screenshot shows the 'Transfers' section of the RefPay website. On the left is a green sidebar with icons and labels for 'Accounts', 'Support', 'Transfers' (highlighted), 'News', 'Reports', 'My Profile', and 'Logout'. The main content area has a 'Transfers' header and two sections: 'Send Funds' and 'Transfer Funds'. The 'Send Funds' section contains three options: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check', each with an 'Enter' button. The 'Transfer Funds' section contains 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 with an 'Enter' button.



The screenshot shows the 'Send Funds by Check Request' form. It has a green sidebar on the left with icons and labels for 'Accounts', 'Support', 'Transfers' (highlighted), 'News', 'Reports', 'My Profile', and 'Logout'. The form is titled 'Transfers' and has two tabs: 'Send Funds by Check Request' (selected) and 'Debit from Account'. The 'Send Funds by Check Request' section includes an 'Account Number' dropdown menu with the value '1290401832' and an 'Account Type' dropdown menu with the value 'RefPay Free Account'. Below this is the 'Check Beneficiary' section, which includes fields for 'Beneficiary Name' (David Larrabee), 'Address' (126 W Segó Lily Dr), 'Address (2nd Line)', 'City' (Sandy), 'State / Province / Region' (UT), 'Zip / Postal Code' (84070), and 'Country' (United States). The 'Transfer Details' section includes fields for 'Amount to Transfer', 'Transfer Fee' (Processing Fee USD 3.00), and 'Security Key' (a numeric keypad). The form also includes a 'Continue' button and a 'Cancel' button.

# 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!**

The screenshot shows the 'My Profile' page with a navigation menu on the left containing 'Accounts', 'Support', 'Transfers', 'News', 'Reports', 'My Profile', and 'Logout'. The 'My Profile' section has tabs for 'User Information', 'Physical Address', 'Mailing Address', 'Bank Accounts', 'Profile Settings', and 'My Preferences'. The 'My Preferences' section is expanded to show 'E-mail Notifications' with a 'Transfer From Other User' option set to 'No'. Below that is the 'Automatic Transfer' section with 'When Balance Reaches Amount in USD' set to 150, 'On Date' set to 15, and 'Payment Method' set to EFT. The 'RefPay Direct' section also has 'Payment Method' set to EFT. A 'Security Key' field is visible at the bottom, and 'Save' and 'Cancel' buttons are at the bottom right.