Arbiter – RefPay Integration
What is RefPay?

A new system where schools, conferences and officials associations transfer funds electronically. The most common use will be for schools and associations to pay officials’ game fees.
Creating a RefPay Account

Begin by going to www.refpay.com and click Sign-up / Register, which will start the six-step registration process.
Enter your personal information

Date of Birth and SSN are required. Neither assigners nor Arbiter employees see this information, but it is needed for 1099 purposes.

When all required fields are completed click **Next**

<table>
<thead>
<tr>
<th>User Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>First Name(s): *</td>
</tr>
<tr>
<td>Middle Name/Initial:</td>
</tr>
<tr>
<td>Last Name(s): *</td>
</tr>
<tr>
<td>Company Name (Only if Company is Account Owner):</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy): *</td>
</tr>
<tr>
<td>Driver's License</td>
</tr>
<tr>
<td>TIN/SSN:</td>
</tr>
<tr>
<td>Federal TCC#:</td>
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<tr>
<td>Country of Residence:</td>
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<tr>
<td>Country of Citizenship:</td>
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<tr>
<td>E-mail Address: *</td>
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<tr>
<td>Confirm E-mail Address: *</td>
</tr>
<tr>
<td>Home Phone:</td>
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<tr>
<td>Office Phone:</td>
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<td>Mobile Phone:</td>
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<tr>
<td>Fax:</td>
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<tr>
<td>Preferred Language:</td>
</tr>
</tbody>
</table>

* Indicates a Required Field
Enter Address Information

Like your SSN, addresses are needed for 1099 purposes only.

When all required fields are completed click **Next**
Enter your personal information

Enter a separate mailing address or check the box to indicate it is the same as the address indicated on the previous screen.

When all required fields are completed click **Next**
Enter Bank Information

To receive payments through direct deposit your bank information is required. Receiving payments by check or debit card may require a fee so direct deposit is recommended.

This information can be entered later if not done at this time.

When all required fields are completed click Next.
Enter Security Questions

Because your funds can be accessed through this account, additional security is required beyond a username and password.

The answers to these questions is required should you forget your login information.

When all required fields are completed click Next
Create Sign-in Information

Select a username, password and four-digit security key as your RefPay sign-in information.

Your email address is acceptable as your username should you like to keep that the same as your Arbiter sign-in information.

The username and security key will be entered your Arbiter account so write them down.

When all required fields are completed click Send

At this point your RefPay account is created but you cannot sign into RefPay until an administrator admits your account (generally within 12 hours)
For Officials

Click this new link from your Arbiter start page.
Enter your RefPay username and click the plus sign.
Your RefPay Account Number (randomly created) will be displayed. Enter your four-digit security key and check the Arbiter group numbers for which you want to receive RefPay payments then click the green checkmark.
Once a payment is made to you by a school or association you will sign into [www.refpay.com](http://www.refpay.com) to see this screen and your new balance.
For Officials

The account history lets you see when payments have been made to you and from whom.
For Officials

You can receive your RefPay funds in any of three ways:

1. Direct Deposit
2. Send to Debit Card
3. Ask that a check be mailed

Officials can also send other officials or schools money through RefPay for times they may get paid for a game someone else worked.
For Officials

Congratulations, you may now be paid through RefPay.

Refpay is free to officials if funds are direct deposited to a bank account monthly.

Additional direct deposits can be made each month for $2.00.

Sending money to a RefPay Debit Card may have a cost (we are still in negotiations on this one).

Requesting a check is $3.00.

These fees were set by RefPay (before Arbiter got involved) and might be changing.
For Officials

Security

RefPay was designed to protect your data. Our 128-bit encrypted website uses the same technology as most online banks. Arbiter employee access to RefPay information is completely restricted and all accounts audited daily. RefPay funds are kept in an FDIC-insured account with a fully-accredited and trusted local bank.