

# ARBITERPAY WALKTHROUGH

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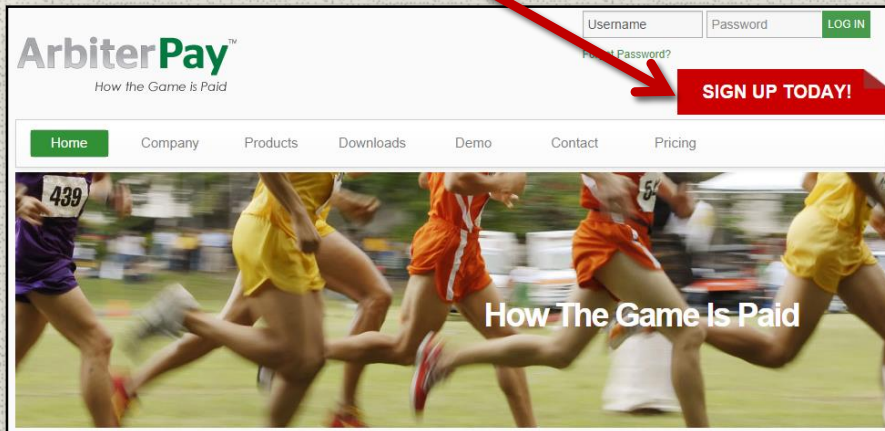
For Schools or leagues whose games are assigned through  
ArbiterSports

# Signing Up

- Follow these easy steps to sign up on ArbiterPay as a School or a Municipality

1. Go to [www.arbiterpay.com](http://www.arbiterpay.com)

2. Once on the home page click  
**“Sign Up Today!”**



3. Select **School - Municipalities**

Registration Form - Step 1 of 8	
Type of User: *	<input type="radio"/> Sports Official
	<input type="radio"/> Paying Administrator
	<input checked="" type="radio"/> School - Municipality
	<input type="radio"/> Auditor
* Indicates a Required Field	
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>

4. Fill out Registration Form – Make sure to include the TIN # and the name of your school or league

5. Agree to the terms and agreements and submit the registration

6. Wait 1-3 business days for a confirmation email stating your account request has been verified and accepted then you're ready to fund your account!

# Linking Accounts

- Once your account has been made active, you may need to link it with your ArbiterSports profile(s).

- Go to [www.arbitersports.com](http://www.arbitersports.com)
- Sign in and select one of your accounts
- Click the Payroll Tab
- Select the ArbiterPay sub-tab
- Type in your ArbiterPay Username
- Click the green + sign
- Type your 4 digit Security Key/PIN
- Click save when finished
- Repeat steps 3-8 for each account in ArbiterSports that you have.

- You will sign into [www.arbiterpay.com](http://www.arbiterpay.com) to upload funds and to keep your information up-to-date.
- The actual paying of officials will take place in [www.arbitersports.com](http://www.arbitersports.com)

The screenshot shows the ArbiterOne web interface. At the top right, there are links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this is the user's name: David Larrabee (Contact), RefPay Test Group, and Group ID: 102897. The main navigation bar includes tabs for MAIN, SCHEDULE, PAYROLL (highlighted with a red arrow and number 3), LISTS, EVALUATIONS, and PROFILE. Below this is a sub-navigation bar with tabs for ARBITERPAY (highlighted with a red arrow and number 4), STATEMENTS, and PAY SHEETS. The main content area features the ArbiterPay logo and the RefPay logo. Below the logos, there is a section titled "Please enter your ArbiterPay account information". This section contains a form with the following fields: "DL Davis High School" (highlighted with a red arrow and number 6), "ArbiterPay Username" (input field containing "arbiterschool", highlighted with a red arrow and number 5), "ArbiterPay Account Number" (dropdown menu showing "1711444151"), and "ArbiterPay Security Key" (input field, highlighted with a red arrow and number 7). At the bottom left of the form, there is a green plus sign button (highlighted with a red arrow and number 8) and a save button.

# Funding Your Account

- In order to pay officials through ArbiterPay you must first pre fund your account
- There are two options for funding your ArbiterPay account:
  1. Send a check
  2. Request a transfer from your bank electronically
- Any excess funds in your ArbiterPay account, can be transferred back to you at your leisure
- There is no charge to fund your ArbiterPay account

- To fund your ArbiterPay Trust account by check, please send the check to:

ArbiterPay Trust Account

**C/O {your ArbiterPay acct #}**

200 East South Temple Suite 210

Salt Lake City, UT, 84111

- Funds sent via check will be available 1-2 business days after the check is received
- When funding the account electronically, the funds will be available **3.5 business days** after the request is submitted

# Funding Your Account -Cont.

- To upload funds electronically:

1. Sign into your account on

[www.arbiterpay.com](http://www.arbiterpay.com)

2. Select the “**Transfers Tab**” on the left

3. At the bottom of the page select  
“**Upload Funds into ArbiterPay (EFT)**”

Fund Account	
Upload Funds into RefPay (EFT)	<input type="button" value="Enter"/>
Claim a Payment	<input type="button" value="Enter"/>

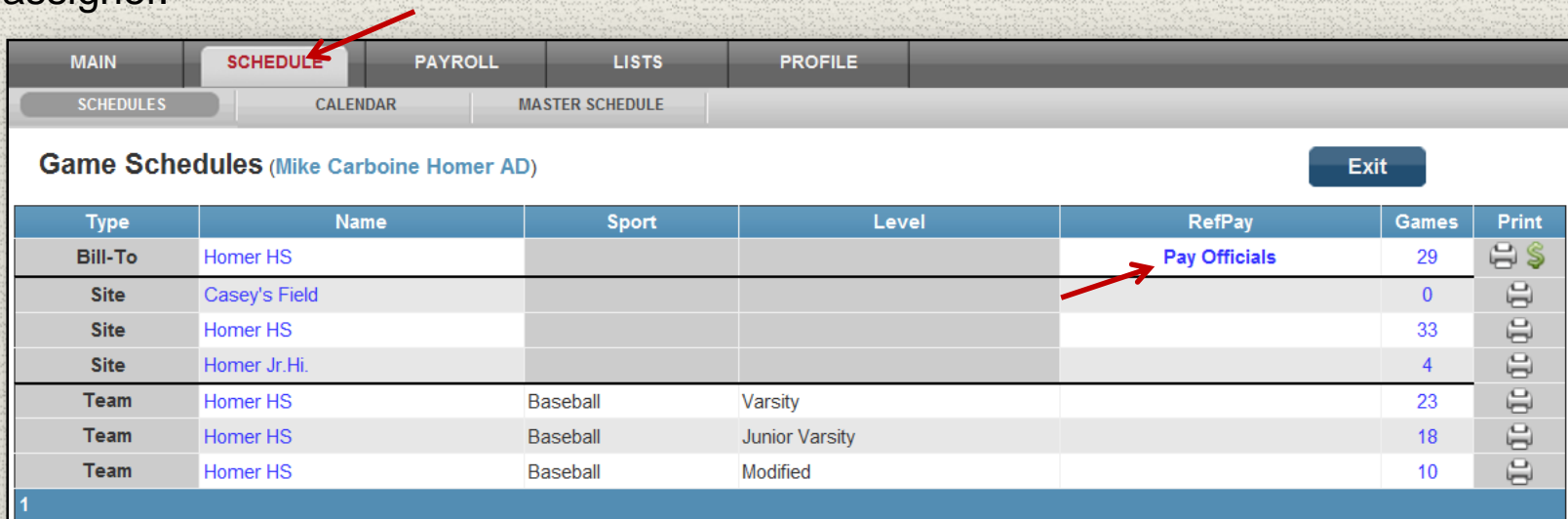
4. Double check the banking information, enter the amount to upload, type in your 4 digit security key, and click continue









- Note: Sporting Official accounts are not able to upload funds

The screenshot shows the 'Transfers' section of the ArbiterPay website. The left sidebar contains navigation links: Accounts, Support, Transfers (highlighted), News, Reports, My Profile, and Logout. The main content area is titled 'Transfers' and contains the 'Upload Funds into RefPay (EFT) Request' form. The form is divided into three sections: 'Debit from Bank Account', 'Credit to Account', and 'Transfer Details'. The 'Debit from Bank Account' section includes fields for Select Account (122568966), Account Type (Checking), Routing Number (102596359), Account Number (122568966), and Name on Account (David L). Below these fields is a diagram of a routing and account number: 1:00 1 2 3 4 5 6 7 8 9 0 1 0 1. The diagram labels the first four digits as 'TRANSIT SYMBOL' and the last four digits as 'ON US SYMBOL'. The 'Credit to Account' section includes fields for Account Number (1535501130) and Account Type (Assoc. Main) with an Available Balance of 0.00 USD. The 'Transfer Details' section includes fields for Amount to Transfer (1200.00), Transfer Fee (Processing Fee USD 0.00), and Security Key (four dots). At the bottom right of the form are 'Continue' and 'Cancel' buttons.

# Paying Officials

- Once you have funded your ArbiterPay account with your ArbiterSports account, you are ready to start paying officials!
- Sign into ArbiterSports and click the Schedule tab. Then click the Pay Officials link.
- Games in which you are listed as the “Bill-To”\* are displayed. If you do not have a Bill-to record listed in your ArbiterSports account or are missing some games, contact your assigner.



Type	Name	Sport	Level	RefPay	Games	Print
Bill-To	Homer HS			Pay Officials	29	 
Site	Casey's Field				0	
Site	Homer HS				33	
Site	Homer Jr.Hi.				4	
Team	Homer HS	Baseball	Varsity		23	
Team	Homer HS	Baseball	Junior Varsity		18	
Team	Homer HS	Baseball	Modified		10	

\*A Bill-to' is a field in ArbiterSports that lets the assigner indicate who will be paying the officials

# Paying Officials - Cont.

- A list of unpaid officials that have recently worked your games will be displayed. The fees for the games are those that have been entered by your assigners. Adjust these if necessary.
- Simply check the officials you would like to pay, enter your security key, and click Approve.

**You just paid all your officials with a few easy clicks!**

**Options**

Show All

**Approve Payment (Homer HS)**

Processing a transaction can take several minutes. Please click only once on the Approve button

**Approve** **Exit**

**RefPay Account**

RefPay Account: 1711444151 \$120.00

RefPay Security Key: ●●●●

**Official Games**

Approve	Official	Game	Date & Time	Sport & Level	Site	position	Game Fee	Travel	Per Diem	Total	Message
<input checked="" type="checkbox"/>	Abbot, Bruce	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Base	65.00	7.31	0.00	72.31	
<input checked="" type="checkbox"/>	Shanks, Geoff	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Plate	65.00	0.00	0.00	65.00	
										Total: 137.31 Balance: -17.31	<b>Calculate</b>

1

**Your ArbiterPay balance**

# Paying Officials - History

Once an assignment has been paid it is hidden from the list - always leaving you an updated list of assignments needing to be paid. Your balance will also reflect the amounts just paid, including the ArbiterPay transaction fees.

- Click the Show All box to view a list of all past assignments, including those that have already been paid. This is helpful in answering questions from officials regarding when, or if, they have been paid.

MAIN | SCHEDULE | PAYROLL | LISTS | PROFILE

SCHEDULES | CALENDAR | MASTER SCHEDULE

Options

Approve Payment (Homer HS)

Approve

Exit

Processing a transaction can take several minutes. Please click only once on the Approve button

RefPay Account

RefPay Account: 1711444151 \$120.00

RefPay Security Key: ●●●●

Official Games

Approve	Official	Game	Date & Time	Sport & Level	Site	position	Game Fee	Travel	Per Diem	Total	Message
<input type="checkbox"/>	Abbot, Bruce	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Base	<span style="border: 1px solid #ccc; padding: 2px;">65.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">7.31</span>	<span style="border: 1px solid #ccc; padding: 2px;">0.00</span>	72.31	
<input type="checkbox"/>	Shanks, Geoff	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Plate	<span style="border: 1px solid #ccc; padding: 2px;">65.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">0.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">0.00</span>	65.00	
<input checked="" type="checkbox"/>	Collier, Tyler	5827	6/1/2010 4:30 PM	Baseball, Modified	Homer HS	Plate	<span style="border: 1px solid #ccc; padding: 2px;">48.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">10.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">0.00</span>	58.00	6/17/2010 Transaction Successful
<input checked="" type="checkbox"/>	Walters, Graham	5827	6/1/2010 4:30 PM	Baseball, Modified	Homer HS	Base	<span style="border: 1px solid #ccc; padding: 2px;">48.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">0.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">0.00</span>	48.00	6/17/2010 Transaction Successful
										<b>Total: 0.00</b>	
										<b>Balance: 120.00</b>	<div style="background-color: #2c5e8c; color: white; padding: 2px 5px; border-radius: 3px;">Calculate</div>



# Standard Pricing

A transaction fee is assessed each time an assignment is paid. The amount of the fee is based on the total fees being paid for that assignment.

This table reflects the discounted pricing you automatically qualify for using ArbiterSports

Amount Being Paid	Cost Per Transaction
<\$74.99	\$0.99
\$75 - \$149.99	\$1.26
\$150 - \$499.99	\$1.60
\$500 - \$999.99	\$2.16
\$1000-\$1499.99	\$3.06
\$1500-\$1999.99	\$3.65
\$2000-\$2499.99	\$4.45
\$2500+	\$5.00

# 1099 Issuance

- You have multiple options regarding how and by whom 1099s will be issued.
1. You can turn over all 1099 reporting duties for fees paid through ArbiterPay, to ArbiterPay. All amounts paid will be reported under ArbiterPay's Tax Identification Number. There is an additional fee associated with this method. **(Recommended)**
  2. A report can be generated at the end of the year for all fees paid through ArbiterPay. This includes all personal information stored in ArbiterPay for the recipients, including SSNs, to facilitate the creation of 1099s.

# Signing up for ArbiterPay's 1099 Service

- To opt in as you sign up

1. During the online registration on Step 7 of 8 Simply check the option “Under ArbiterPay’s TIN” and continue through step 8 of 8.

- To opt in for existing clients

2. If you have already registered you may sign into your account on [www.arbiterpay.com](http://www.arbiterpay.com) Select the “My Profile” tab, “My Preferences”, and “Modify” the 1099’s are Issued “Under ArbiterPay’s TIN”.

**Register**

**Registration Form - Step 7 of 8**

**Preferences**

Username \*:  (E-mail address recommended)

Password \*:

Confirm Password \*:

Security Key: \*  (4 Digits – Numeric Only e.g. 5555)

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

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

1099s are issued: \*  Under my own TIN  Under RefPay's TIN

**ArbiterSports Account Details**

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

ArbiterSports Email:  (Used to access ArbiterSports)

ArbiterSports Password:  (Used to access ArbiterSports)

\* Indicates a Required Field

# 1099's Under ArbiterPay's Tin - Pricing

A transaction fee is assessed each time an assignment is paid. The amount of the fee is based on the total fees being paid for that assignment.

This table reflects the discounted pricing you automatically qualify for using ArbiterSports with the ArbiterPay system in addition to our 1099 service

Amount Being Paid	Cost Per Transaction
<\$74.99	\$1.24
\$75 - \$149.99	\$1.58
\$150 - \$499.99	\$2.00
\$500 - \$999.99	\$2.70
\$1000-\$1499.99	\$3.83
\$1500-\$1999.99	\$4.56
\$2000-\$2499.99	\$5.56
\$2500+	\$6.25

# School/Municipalities FAQ

- **How are we protected?**
  - ArbiterPay is designed to protect all parties. ArbiterPay's Privacy Policy is TRUSTe certified and the website is secured by McAfee and GeoTrust, both industry leaders.
  - All ArbiterPay funds are held in escrow and managed by a Trust Bank and are never in the possession of ArbiterPay management or employees. Best of all, ArbiterPay is majority owned by the NCAA, a company you can rely on.
- **Are my funds FDIC insured?**
  - Yes -protecting client's funds is of vital importance to ArbiterPay. As your agent, we place your funds in a pooled escrow account at an unaffiliated FDIC-insured trust bank(s) or savings institution(s), which are eligible for pass-through FDIC insurance coverage. Your balance placed at the bank is subject to FDIC pass-through deposit insurance coverage, along with any other deposits you hold at that bank, up to a total of \$250,000.

# FAQ - Continued

- **Can I talk to a live person if I'm having trouble with my ArbiterPay account?**
  - Yes our support hours are listed on the Contact Page. We are closed all federal holidays. To avoid excessive staffing costs we've created an internal messaging system that allows you to communicate directly with our staff. The quickest way for you to resolve any problem that may arise is through the online messaging system, but you're welcome to call at anytime during regular business hours.
- **Can I have a separate ArbiterPay account for each of the sports I pay for?**
  - Yes. You can have multiple ArbiterPay accounts all under the same username. This allows you to keep money used to pay Basketball Officials separate from money used to pay Soccer Officials etc. Paying different Sport Officials all from the same account works great as well. You can structure the system however it works for you.