ARBITERPAY WALKTHROUGH

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

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

3. Select School - Municipalities

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).

1. Go to [www.arbitersports.com](http://www.arbitersports.com)
2. Sign in and select one of your accounts
3. Click the Payroll Tab
4. Select the ArbiterPay sub-tab
5. Type in your ArbiterPay Username
6. Click the green + sign
7. Type your 4 digit Security Key/PIN
8. Click save when finished
9. 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)
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
  2. Select the “Transfers Tab” on the left
  3. At the bottom of the page select “Upload Funds into ArbiterPay (EFT)”
  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
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.

*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!

<table>
<thead>
<tr>
<th>Official</th>
<th>Game</th>
<th>Date &amp; Time</th>
<th>Sport &amp; Level</th>
<th>Site</th>
<th>Game Fee</th>
<th>Travel</th>
<th>Per Diem</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbot, Bruce</td>
<td>6215</td>
<td>5/22/2010 11:00 AM</td>
<td>Baseball Varsity</td>
<td>Homer HS</td>
<td>65.00</td>
<td>7.31</td>
<td>0.00</td>
<td>72.31</td>
</tr>
<tr>
<td>Shanks, Geoff</td>
<td>6215</td>
<td>5/22/2010 11:00 AM</td>
<td>Baseball Varsity</td>
<td>Homer HS</td>
<td>65.00</td>
<td>0.00</td>
<td>0.00</td>
<td>65.00</td>
</tr>
</tbody>
</table>

Total: 137.31
Balance: -17.31

![ArbiterPay interface screenshot](image)
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.
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:

<table>
<thead>
<tr>
<th>Amount Being Paid</th>
<th>Cost Per Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$74.99</td>
<td>$0.99</td>
</tr>
<tr>
<td>$75 - $149.99</td>
<td>$1.26</td>
</tr>
<tr>
<td>$150 - $499.99</td>
<td>$1.60</td>
</tr>
<tr>
<td>$500 - $999.99</td>
<td>$2.16</td>
</tr>
<tr>
<td>$1000-$1499.99</td>
<td>$3.06</td>
</tr>
<tr>
<td>$1500-$1999.99</td>
<td>$3.65</td>
</tr>
<tr>
<td>$2000-$2499.99</td>
<td>$4.45</td>
</tr>
<tr>
<td>$2500+</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
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 Select the “My Profile” tab, “My Preferences”, and “Modify” the 1099’s are Issued “Under ArbiterPay’s TIN”.

![ArbiterSports Account Details](ArbiterSportsAccountDetails.png)
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.

<table>
<thead>
<tr>
<th>Amount Being Paid</th>
<th>Cost Per Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$74.99</td>
<td>$1.24</td>
</tr>
<tr>
<td>$75 - $149.99</td>
<td>$1.58</td>
</tr>
<tr>
<td>$150 - $499.99</td>
<td>$2.00</td>
</tr>
<tr>
<td>$500 - $999.99</td>
<td>$2.70</td>
</tr>
<tr>
<td>$1000-$1499.99</td>
<td>$3.83</td>
</tr>
<tr>
<td>$1500-$1999.99</td>
<td>$4.56</td>
</tr>
<tr>
<td>$2000-$2499.99</td>
<td>$5.56</td>
</tr>
<tr>
<td>$2500+</td>
<td>$6.25</td>
</tr>
</tbody>
</table>
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.