

REFPAY WALKTHROUGH

FOR SPORTS OFFICIALS USING ARBITERSPORTS

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!"

The screenshot shows the RefPay.com homepage. At the top, there is a navigation menu with links for HOME, COMPANY, PRODUCTS, TESTIMONIALS, DEMO, and CONTACT. Below the menu, there are tabs for 'How RefPay Works for' including Sports Officials, Schools, Associations, Municipalities, and Paymasters. The main content area features a large headline: "Paying Officials is now fast, easy, and secure." Below this, there are three columns of text describing the service for Sports Officials, Paying Administrators, and Official Associations. A prominent "Sign Up!" button is located in the center of the page. To the right, there is a vertical banner for "The RefPay Payment Network" featuring a photo of a sports official. At the bottom, there are logos for McAfee SECURE, TRUSTe, and GeoTrust, along with a copyright notice: "Copyright © 2005-2010 RefPay.com".

3. Select Sporting Official

Registration Form - Step 1 of 8

Type of User	
Type of User: *	<input checked="" type="radio"/> Sports Official
	<input type="radio"/> Paying Administrator
	<input type="radio"/> School - Municipality
	<input type="radio"/> 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

During the RefPay Registration if you selected yes to receiving game assignments through ArbiterSports and entered your ArbiterSports credentials, your accounts will be linked automatically. If you didn't select yes or just joined Arbiter, please follow the steps below to link your accounts so you can receive payment.

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

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

The screenshot shows the ArbiterSports RefPay account linking interface. The interface includes a navigation bar with tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and SETTINGS. The PAYMENTS tab is selected, and the RefPay sub-tab is active. The RefPay Username field is populated with 'David999'. A table lists RefPay Account # and Group information. The RefPay Account Number field is set to 1290401832, and the RefPay Security Key field is empty. The Group selection area shows checkboxes for 100003 and 105999. The interface also includes an 'Exit' button and a footer with links for About, Contact, Legal, and Help.

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

RefPay Account Number: 1290401832
RefPay Security Key:

100003
 105999

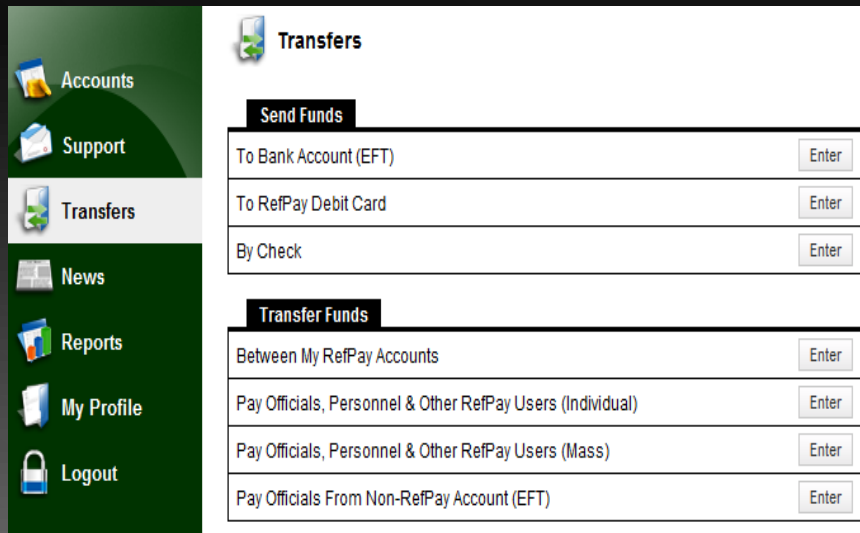
If an account has been set to a selected group, the existing account of the group will be replaced.

TRANSFERRING FUNDS

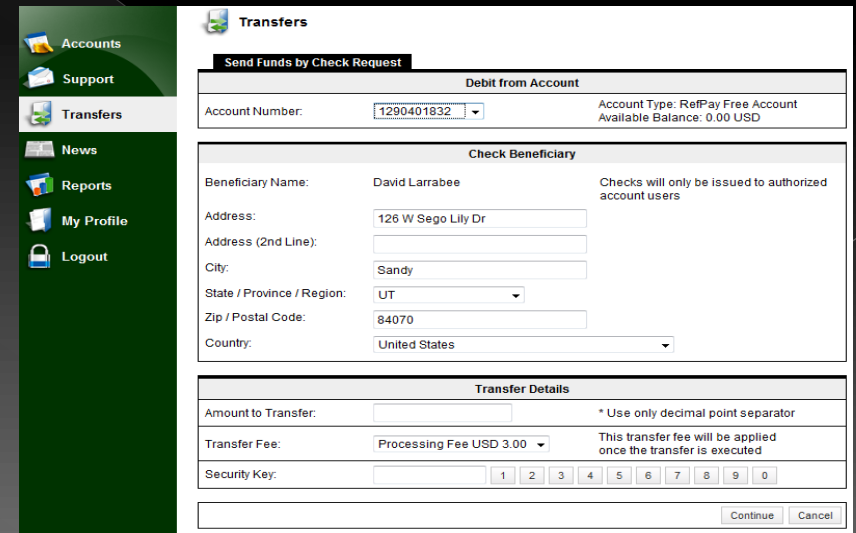
- ◎ Once your association has submitted funds into your RefPay account you have a few different options for receiving payment
 1. By Check
 2. Direct EFT to your Bank Account
 3. To RefPay Debit Card
- ◎ Requesting a check to be sent to the address on your RefPay profile is \$5 per check. Takes 3-5 business days
- ◎ As an official you can make a transfer directly to your bank from your RefPay account 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 business day
- ◎ 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', 'News', 'Reports', 'My Profile', and 'Logout'. The main content area is titled 'Transfers' and has a sub-tab 'Send Funds'. Below this are three buttons: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check', each with an 'Enter' button. Below these is a 'Transfer Funds' section with 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. At the top, it says 'Debit from Account'. The 'Account Number' is 1290401832 and the 'Account Type' is 'RefPay Free Account' with an 'Available Balance' of 0.00 USD. The 'Check Beneficiary' section includes fields for 'Beneficiary Name' (David Larrabee), 'Address' (126 W Segó Lily Dr), 'City' (Sandy), 'State / Province / Region' (UT), 'Zip / Postal Code' (84070), and 'Country' (United States). A note states: 'Checks will only be issued to authorized account users'. The 'Transfer Details' section includes 'Amount to Transfer', 'Transfer Fee' (Processing Fee USD 3.00), and a 'Security Key' field with a numeric keypad. At the bottom are 'Continue' and 'Cancel' buttons.

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.

- Once you have selected 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 \$5) and sends you your money **WITHOUT YOU SIGNING IN!**

1. Have the funds sweep when your balance reaches a certain amount
- OR
2. Have the balance sweep once a month on a date of your choice.

The screenshot displays the 'My Profile' page with a navigation menu on the left containing: Accounts, Support, Transfers, News, Reports, My Profile (selected), and Logout. The main content area has tabs for: User Information, Physical Address, Mailing Address, Bank Accounts, Profile Settings, and My Preferences (selected). Under 'My Preferences', there are two sections: 'E-mail Notifications' and 'Automatic Transfer'. The 'E-mail Notifications' section includes a checkbox for 'Transfer From Other User' which is currently set to 'No'. The 'Automatic Transfer' section includes: 'When Balance Reaches Amount in USD' set to 150; 'On Date' set to 15; 'Payment Method' dropdown menu with options 'Check', 'Check', 'Debit Card', and 'RefPay Direct EFT' (selected); and a second 'Payment Method' dropdown set to 'EFT'. At the bottom, there is a 'Security Key: *' field and 'Save' and 'Cancel' buttons.