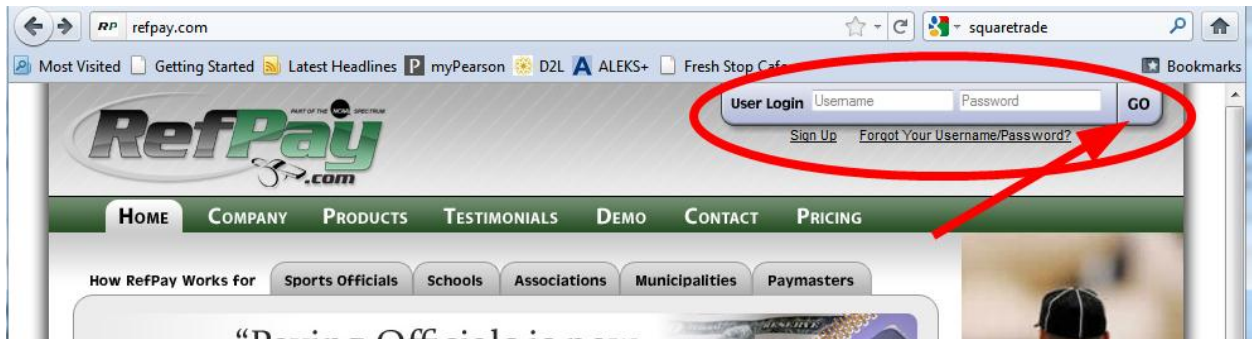How to see what games have been paid in RefPay

1) Go to the RefPay.com webpage and locate the login area in the upper right corner of the page. Type in your username (usually your email address) and password. Click Go.
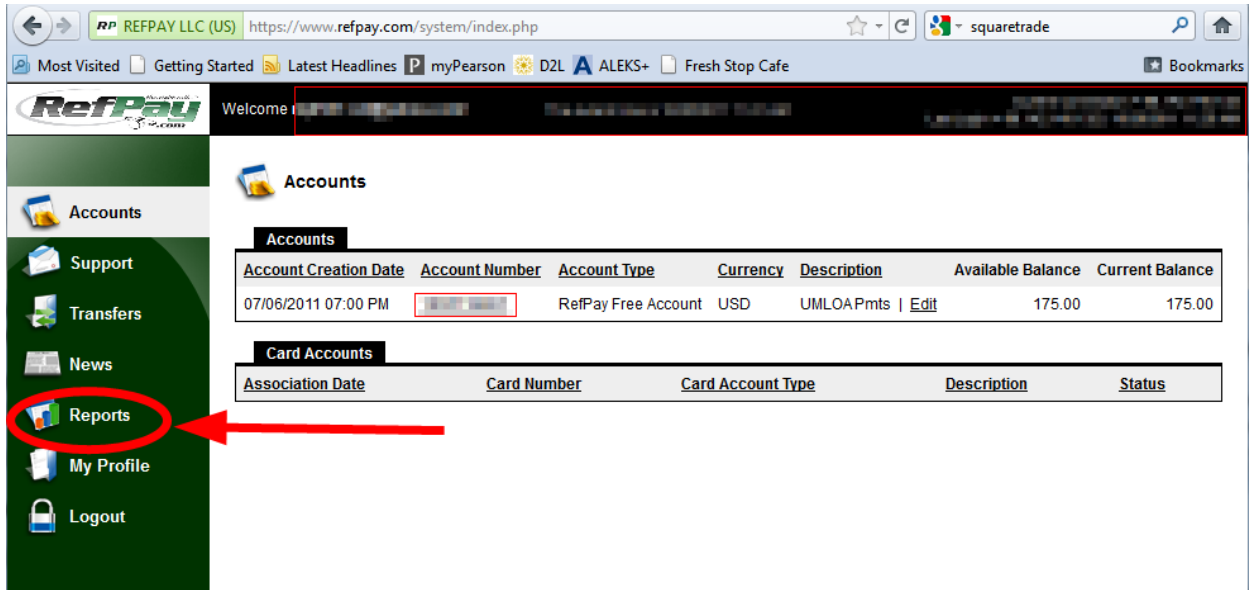
   If you don't know your username or password, click the Forgot Your Username/Password link below the login area.

Forgot Your Username/Password?

2) If your username or password is incorrect, you will get this page. Either try again or click the Forgot Your Username/Password link and RefPay will send you an email with your username and/or a new password.

3) Once you have logged in you will see a screen like this.

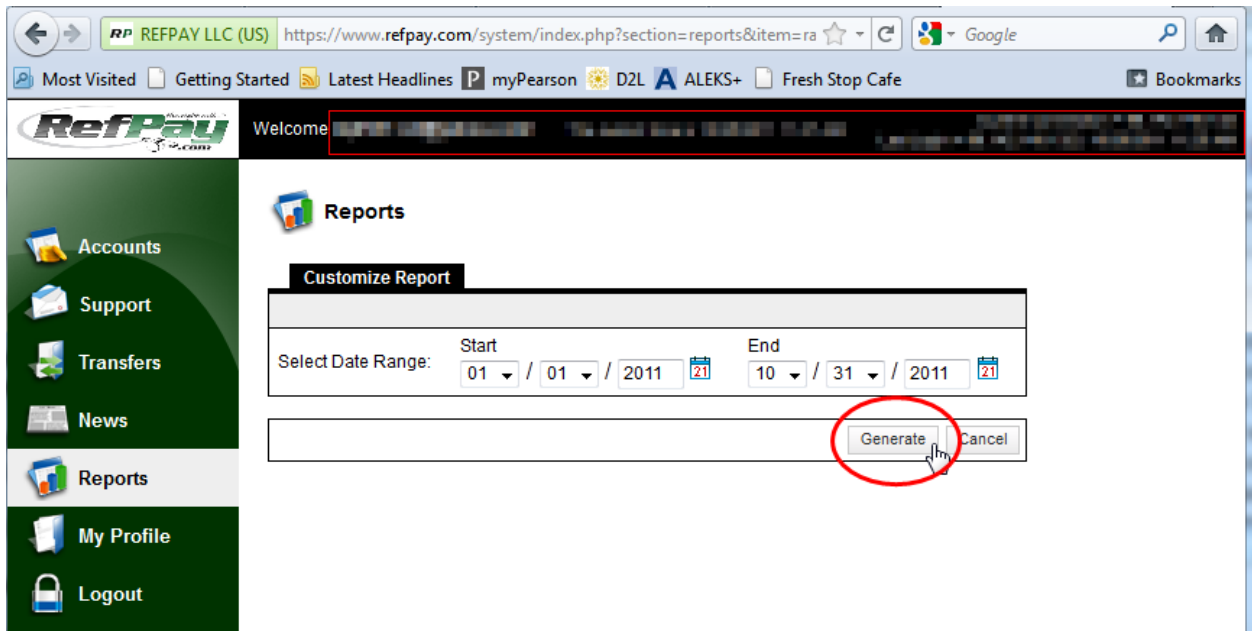Click on the Reports link in the left hand navigation column.
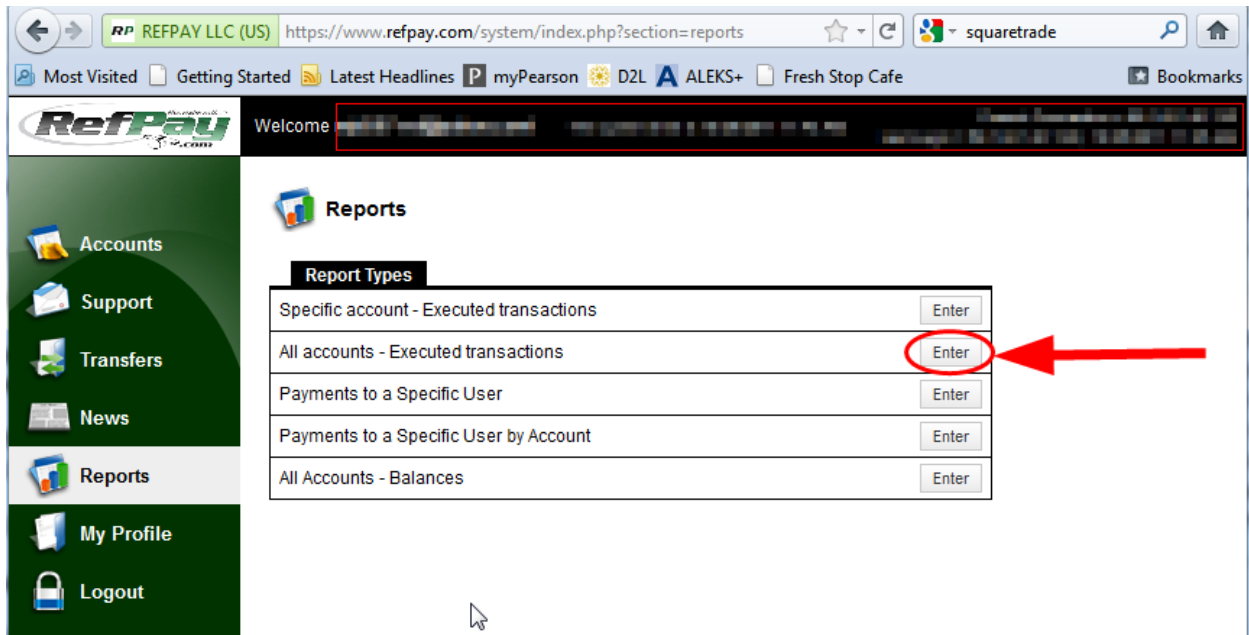
4) The Reports page will open.

Click on the Enter button next to "All accounts – Executed transactions"

If you have multiple Refpay accounts you may prefer "Specific account – Executed transactions" which will let you pick transactions for a single account.
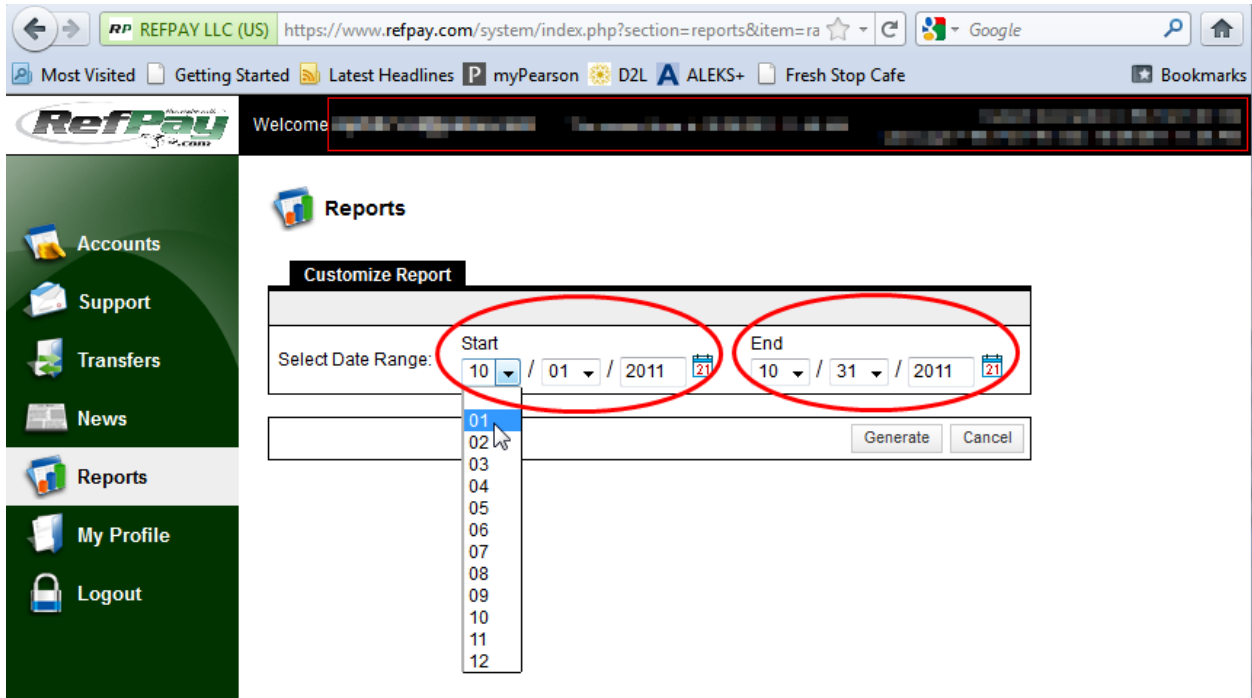
5) On the next page, set the start and end dates for the transactions you want using the drop down menus. You can also click on the calendar icon and select dates from a calendar.


6) When your dates are set, click the Generate button.

7) This will bring up a list of all transactions for all your RefPay accounts. The Transaction Description for games in Arbiter includes who paid, Arbiter Group Number (UMLOA is 102390), Game Location and Date, and the Game Fee.

In the lower right you can export the transactions to an Excel spreadsheet, print transactions directly, or click Done to return to the Reports page.
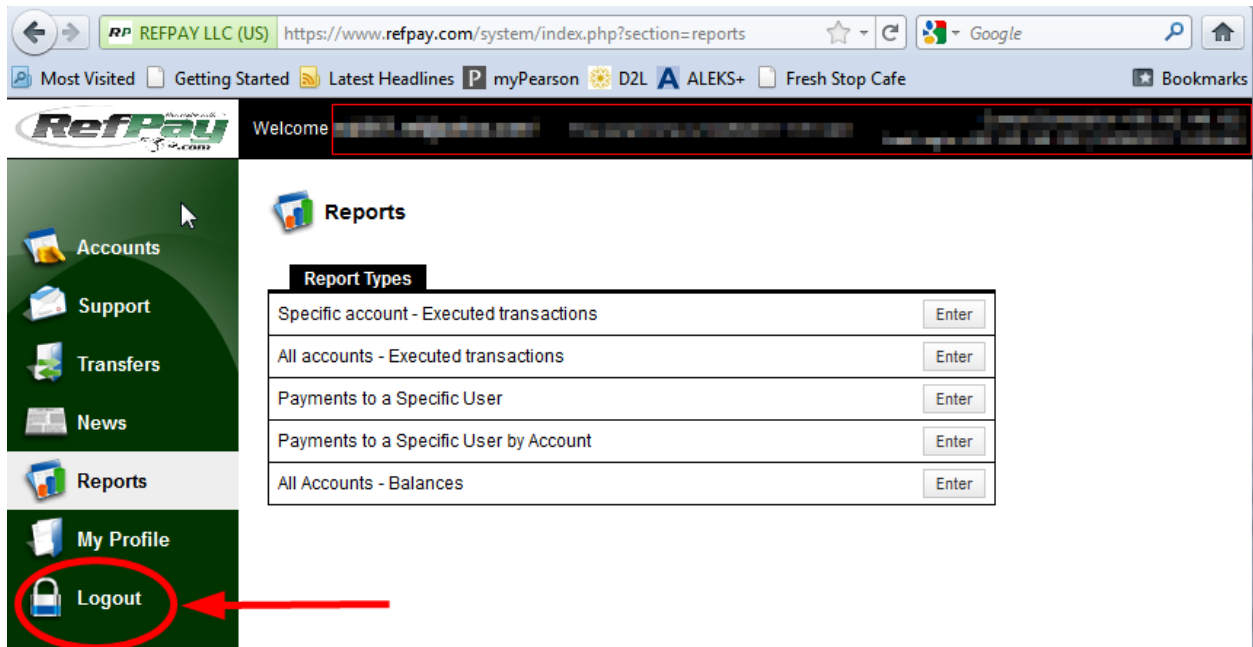
8) When finished click Logout in the left hand navigation column.

It is good practice to always log out and not just close your browser.
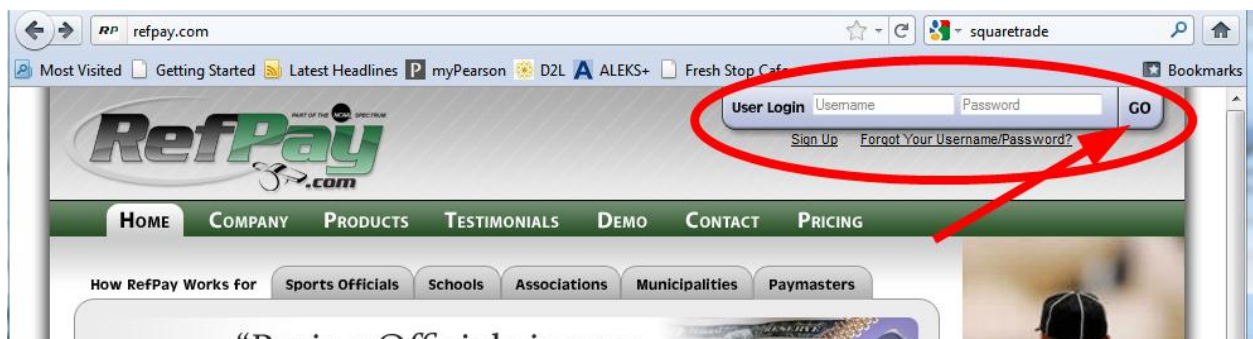
9) Logging out should take you back to the main RefPay webpage.