

ARBITERPAY WALKTHROUGH

For an Administrator Paysheet user in ArbiterSports

Signing Up

- Follow these easy steps to sign up on ArbiterPay as a Paying Administrator

1. Go to www.arbiterpay.com

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

RefPay
HOME COMPANY PRODUCTS DOWNLOADS DEMO CONTACT PRICING

HOW THE GAME IS PAID
RefPay is the easiest and most reliable way to pay sports officials
LEARN MORE

How RefPay Works For...
Sports Officials (Refs, Umps, Judges)
Schools (Prep, Collegiate)
Associations (Referee Organizations)
Municipalities (Cities & Governments)
Paymasters (Administrators)

"Paying Officials is now fast, easy, and secure."

3. Select **Paying Administrator**

Registration Form - Step 1 of 8

Type of User

Type of User: *

Sports Official

Paying Administrator

School - Municipality

Auditor

* Indicates a Required Field

Next Cancel

4. Fill out Registration Form – Make sure to include your Tax Identification Number (TIN)
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!

Funding Your Account

- In order to pay officials through ArbiterPay you must move funds to your ArbiterPay 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

Uploading Funds – Cont.

- To upload funds electronically:
 1. Sign into your account on www.arbiterpay.com
 2. Select the **“Transfers Tab”** on the left hand side of the page
 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: Sport Official’s accounts are Not able to upload funds

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

The screenshot shows the 'Transfers' section of the ArbiterPay website. A sidebar on the left contains navigation links: Accounts, Support, Transfers (highlighted), News, Reports, My Profile, and Logout. The main content area is titled 'Transfers' and contains a form for 'Upload Funds into RefPay (EFT) Request'. The form is divided into two sections: 'Debit from Bank Account' and 'Credit to Account'. 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'. Arrows point to the first four digits (1:00 1 2 3 4) labeled 'TRANSIT SYMBOL' and the last four digits (5 6 7 8) labeled 'ON US SYMBOL'. The 'Credit to Account' section includes 'Account Number' (1535501130) and 'Account Type: Assoc. Main' with an 'Available Balance: 0.00 USD'. The 'Transfer Details' section includes 'Amount to Transfer' (1200.00), 'Transfer Fee' (Processing Fee USD 0.00), and 'Security Key' (four dots). At the bottom right, there are 'Continue' and 'Cancel' buttons.

Paying Officials

- Once you have funded your ArbiterPay account, you are ready to start paying officials!
- First you will want to go to your **Assigning > Games tab** and create a new filter for the games you wish to pay

ArbiterSports

MY GROUP **ASSIGNING** USERS PAYROLL

GAMES SITES TEAMS SP

Utilities

- Publish
- AutoAssign
- Unassign
- Mass Update
- Mass Delete
- Recalc Travel
- Link
- Mass Link
- Email
- Import

Games & Assignments

Future Games With Issues

	Link	Game	Date	Time	
		435	11/19/2009 Thu	12:00 PM	Mid-Pe
		436	11/20/2009 Fri	12:00 PM	Mid-Pe
		437	11/21/2009 Sat	12:00 PM	Mid-Pe
		438	11/22/2009 Sun	12:00 PM	Mid-Pe

Group ID: 102206

PROFILE LEAGUES DISTANCES

Need Help? ?

New **View** **Delete**

Sport & Level	Home	Away	P	Notes	Slots
Football, Var-5	TBA	TBA	5		[3/4]
Football, Var-5	TBA	TBA	5		[1/4]
Football, Var-5	TBA	TBA	5		[1/4]
Football, Var-5	TBA	TBA	5		[1/4]
Football, Varsity	TBA	TBA	5		[1/5]

Paying Officials – Creating a Filter

Select the criteria from the Add Filter page

Click the **Get Results** button when finished

The screenshot shows a web form titled "Add filter" with several sections and buttons. A red arrow points to the "Get Results" button at the top right. Another red arrow points to the "Filter" section header on the left. The form includes a "Filter Identification" section with a "Name" field. Below that is the "Filter" section with various criteria: "Game # Range" with a format example, "Date of Game" with a date range and example, "Sport" with a dropdown menu (Basketball-B is selected), "Sport & Level" with a dropdown menu (All Levels is selected), "Site" with a dropdown menu (All Sites is selected), "Home Team" with a dropdown menu (All Teams is selected), and "Away Team" with a dropdown menu (All Teams is selected).

Add filter	
Filter Identification	
Name:	<input type="text"/>
Filter	
Game # Range:	<input type="text"/> Format: 10 (return game 10), 10-35 (return games from 10 through 35).
Date of Game:	Between <input type="text"/> <input type="text"/> Example: On 6/12/2003 (returns games on June 12th 2003)
Sport:	<ul style="list-style-type: none">All SportsBaseballBasketball-BBasketball-GField HockeyFootball
Sport & Level:	Site:
<ul style="list-style-type: none">All LevelsBasketball-B, BBNVBasketball-B, BBV-3Basketball-B, Scrum-VBasketball-B, Scrum-JVBasketball-B, Super long name	<ul style="list-style-type: none">All Sites1323AADuplicateAADuplicateABMHS-FIELD2ABMHS-FIELD4
Home Team:	Away Team:
<ul style="list-style-type: none">All TeamsTBA"frontquote1010 Team111 team1110 Team	<ul style="list-style-type: none">All TeamsTBA"frontquote1010 Team111 team1110 Team

Paying Officials – Verifying Games

Once games have been played you will need to “Verify” them. This tells the system that the games took place and the officials assigned to it were present. Once the games are verified, it will enable them to be on Paysheets

- To mass verify your filter of games you will click “**Mass Update**” on the left hand side

	Link	Game	Date	Time	
		<input type="checkbox"/>	435	11/19/2009 Thu	12:00 PM Mid-Pe
		<input type="checkbox"/>	436	11/20/2009 Fri	12:00 PM Mid-Pe
		<input type="checkbox"/>	437	11/21/2009 Sat	12:00 PM Mid-Pe
		<input type="checkbox"/>	438	11/22/2009 Sun	12:00 PM Mid-Pe

Update Status of Games
Games that will be updated are based upon the filtering options used when viewing the games. Click 'Update' when you are ready to update the games.

Check those things you want to have updated...

<input type="checkbox"/> Status	change to:	Normal
<input checked="" type="checkbox"/> Verified	change to:	Verified
<input type="checkbox"/> Self-Assign	change to:	Self-Assignable
<input type="checkbox"/> Paid By Bill-to	change to:	Paid By Bill-to
<input type="checkbox"/> Add/Remove Slots	change to:	Add All Default Slots
<input type="checkbox"/> Bill-To	change to:	
<input type="checkbox"/> Accept By Date	change to:	

Check the “**Verified**” box and
Make sure it reads “**change to: Verified**”
Then click “**Begin Status Changes**”

Paying Officials - Creating Paysheets

- Now that you have verified the games you wish to pay you can now create Paysheets
- To create Paysheets click on the **Payroll** tab and select **Paysheets**
- Highlight all officials on the left, type in the same date range you used to verify your games and click **Create**

The screenshot shows the ArbiterSports website interface. The top navigation bar includes 'CENTRAL HUB', 'SWITCH VIEWS', and 'SUPPORT'. Below this is a dark blue header with the 'ArbiterSports' logo. A secondary navigation bar contains tabs for 'MY GROUP', 'ASSIGNING', 'USERS', 'PAYROLL', 'SETTINGS', and 'PROFILE'. The 'PAYROLL' tab is highlighted, and a red arrow points to it. Below the tabs, there are sub-tabs for 'PAYROLL', 'REFPAY', and 'BILL TOS'. The main content area is titled 'Payroll' and contains several menu items: 'Bill-Tos' (with sub-items: Bill Amounts, Add / Deducts, Invoices), 'Officials' (with sub-items: Game Fees, Add / Deducts, Invoices, Paysheets), 'Check Register' (with sub-item: Print Check Register), 'Formula' (with sub-items: Travel Pay & Assigning Fee Formulas, Travel Pay Category), '1099' (with sub-item: Preview & Print 1099 Forms), and 'Online Payments' (with sub-items: RefPay, Credit Card Processing). A red arrow points to the 'Paysheets' sub-item under the 'Officials' menu.

The screenshot shows the 'Preview and Create Paysheets' form in the ArbiterSports website. The top navigation bar is the same as in the previous screenshot. The secondary navigation bar now includes 'MY ACCOUNT' and 'SIGN OUT' in addition to the previous tabs. The 'PAYROLL' tab is still highlighted. Below the tabs, there are sub-tabs for 'PAYROLL', 'REFPAY', and 'BILL TOS'. The main content area is titled 'Preview and Create Paysheets' and contains a 'Paysheets Setup' section. This section includes a list of officials on the left, a form for 'Preview / Create Paysheets', and a dropdown menu for 'All Sports'. The list of officials includes: Williams, Dave; Willing, Amy; Wilmore, Nikki; Wilson, Cindy; Wilson, Haley; Wilson, Kyle; Winbigler, Ken; Winkler, Larry; Wint, Mike; Wolf, Jack L.; Wolf, Mark; Wood, John; Wright, Randy; Wyatt, Shawn; Yasuda, Ryan; Young, Ken; and Zamarron, Ryan. A red arrow points to the list. The 'Preview / Create Paysheets' form has the following fields: 'From' (11/1/2009) and 'To' (11/30/2009) with a calendar icon; 'Preview By' (Date and Level buttons); 'Date' (11/19/2009) with a calendar icon; 'Assigning Fee' (checked) and 'Withhold From Paysheet' (checked) checkbox; and a 'Create' button. A red arrow points to the 'Create' button. Below the form are 'View / Print Checks and Paysheets' buttons, one of which is highlighted. A 'Use Date Range' checkbox is also present. The 'All Sports' dropdown menu is set to 'All Levels'. An 'Exit' button is located at the bottom right of the form.

Creating Paysheets – Cont

- Once you click Create you will be shown a list of all officials. The ones in blue are the officials that worked verified games within your date range

- To view the Paysheets created click **View/Print Checks and Paysheets**

The paysheet for Wieringa, Den cannot be created because no games, additions and deductions are included.
The paysheet for Wilkinson, Bill cannot be created because no games, additions and deductions are included.
The paysheet for Wilkinson, Wayne cannot be created because no games, additions and deductions are included.
The paysheet for Williams, Dave cannot be created because no games, additions and deductions are included.
The paysheet for Wiling, Army cannot be created because no games, additions and deductions are included.
The paysheet for Wilmore, Nikki cannot be created because no games, additions and deductions are included.
The paysheet for Wilson, Cindy cannot be created because no games, additions and deductions are included.
The paysheet for Wilson, Haley is successfully created.
The paysheet for Wilson, Kyler is successfully created.
The paysheet for Winbiger, Ken cannot be created because no games, additions and deductions are included.
The paysheet for Winkler, Larry cannot be created because no games, additions and deductions are included.
The paysheet for Wint, Mike cannot be created because no games, additions and deductions are included.
The paysheet for Wolf, Jack L. cannot be created because no games, additions and deductions are included.
The paysheet for Wolf, Mark cannot be created because no games, additions and deductions are included.
The paysheet for Wood, John cannot be created because no games, additions and deductions are included.
The paysheet for Wright, Randy cannot be created because no games, additions and deductions are included.
The paysheet for Wyatt, Shawn cannot be created because no games, additions and deductions are included.
The paysheet for Yasuda, Ryan cannot be created because no games, additions and deductions are included.
The paysheet for Young, Ken cannot be created because no games, additions and deductions are included.
The paysheet for Zamarron, Ryan cannot be created because no games, additions and deductions are included.

Paysheets: Setup

All	Preview / Create Paysheets	All Sports
adk, dummy official	From: 11/1/2009 To: 11/30/2009	All Levels
Alapont, Rafael	Preview By: <input type="button" value="Date"/> <input type="button" value="Level"/>	
Alarcon, John	Date: 11/19/2009	
Alexeeff-Torres, Peter	Assigning Fee: <input checked="" type="checkbox"/> Withhold From Paysheet	
Allard, Paul	<input type="button" value="Create"/>	
Allen, Ralph	View / Print Checks and Paysheets	
Atschul, Curt	<input type="checkbox"/> Use Date Range	
Andersen, Poul	<input type="button" value="View / Print Checks and Paysheets"/>	
Andrews, Jerrell		
Aniszczyk, Jerry		
Another CFO test, Carmella		
Anthony, Joe		
ARegistration, Nate		
Avilla, Steve		
Babler, Jay		

Preview / Create Paysheets	
From	11/1/2009 To 11/30/2009
Preview By	<input type="button" value="Date"/> <input type="button" value="Level"/>
Date	11/19/2009
Assigning Fee	<input checked="" type="checkbox"/> Withhold From Paysheet
	<input type="button" value="Create"/>
View / Print Checks and Paysheets	
	<input type="checkbox"/> Use Date Range
	<input type="button" value="View / Print Checks and Paysheets"/>

Paying Officials Via ArbiterPay

- Now that you have verified your games and have created Paysheets you can now pay your officials
- Once you are viewing your Paysheets; check the ones you wish to pay and click **Pay by ArbiterPay**
- On the ArbiterPay Transaction page you will see all the officials you selected and any issues will list in the Message column
- The total at the bottom only calculates the amounts you can pay via ArbiterPay
- To pay those who have ArbiterPay accounts click **Submit** and those selected officials are paid instantly

Pay Official Exit

Paysheets

All	Official	Check #	Date	Amount	View
<input checked="" type="checkbox"/>	Andersen, Poul		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Bovi, Carmella		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Clements, Ramon		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Evans, Nate		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Evans, Steve		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Hansen, Jameson		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Hansen, Jameson		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Holmes, Courtney		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Larson, David		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Marck, Robert		11/19/2009	30.86	
<input checked="" type="checkbox"/>	Turgeon, Jeffrey		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Wilson, Haley		11/19/2009	0.00	
<input checked="" type="checkbox"/>	Wilson, Kyler		11/19/2009	0.00	

Calculate

Print Checks Print Paysheets Pay by RefPay Delete Selected

RefPay Transaction Exit

RefPay Account: 1711444151 \$59.00

RefPay Security Key:

Processing a transaction can take several minutes.
Please click only the submit button once to avoid double charging your account.

Submit

Checks

Official	Amount	Message
Bovi, Carmella	\$20.00	No official refPay account
Evans, Nate	\$20.00	
Marck, Robert	\$50.86	No official refPay account
Wilson, Kyler	\$20.00	No official refPay account
	\$20.00	

Standard ArbiterPay Pricing

- A transaction fee is assessed each time a payment is approved. The amount of the fee is based on the total amount of the paysheet
- This table reflects the discounted pricing you automatically qualify for using ArbiterSports with the ArbiterPay system

Amount Being Paid	Cost Per Transaction
<\$74.99	\$0.85
\$75-\$149.99	\$1.04
\$150-\$499.99	\$1.17
\$500-\$999.99	\$1.55
\$1000-\$1499.99	\$2.23
\$1500-\$1999.99	\$2.49
\$2000-\$2499.99	\$2.49
\$2500+	\$2.49

For organizations who choose to process 1099's through the ArbiterPay system, processing fees are increased by 25%

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.
 3. Utilize ArbiterSports 1099 module to facilitate the creation of 1099 forms for your officials. This allows you to issue the forms electronically to the officials off their ArbiterSports profile and submit the filing to the IRS online.

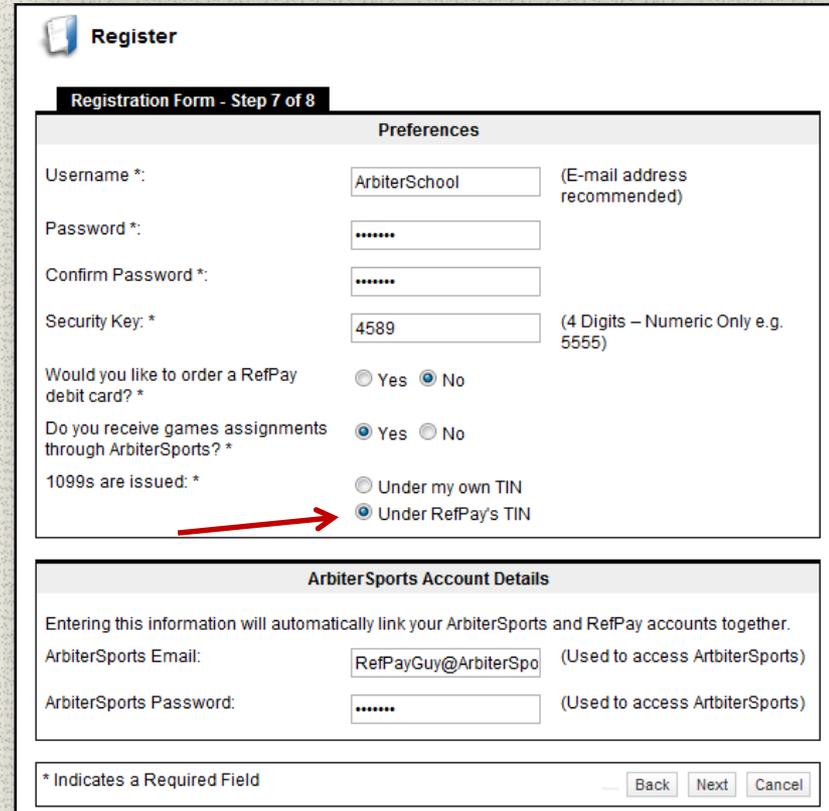
Signing up for ArbiterPay's 1099 Service

- 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”.



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

Back Next Cancel

1099's Under ArbiterPay's TIN - Pricing

A processing fee is assessed each time a payment is approved. The amount of the fee is based on the total amount of the paysheet

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	\$0.99
\$75-\$149.99	\$1.30
\$150-\$499.99	\$1.60
\$500-\$999.99	\$2.11
\$1000-\$1499.99	\$2.99
\$1500-\$1999.99	\$3.44
\$2000-\$2499.99	\$3.69
\$2500+	\$3.69

Paying Administrator FAQ's

- **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's - 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.