

# 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](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	
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	
Next 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, there are navigation tabs: MAIN, SCHEDULE, PAYROLL (highlighted), LISTS, EVALUATIONS, and PROFILE. Below these are sub-tabs: ARBITER PAY, STATEMENTS, and PAY SHEETS. The main content area displays the 'ArbiterPay' section with the RefPay logo and a login prompt. A form titled 'Please enter your ArbiterPay account information' contains the following fields: 'ArbiterPay Username' (with 'arbiterschool' entered), 'ArbiterPay Account #' (with a dropdown menu showing '1711444151'), and 'ArbiterPay Security Key'. A green plus sign is visible next to the Username field, and a save button is at the bottom left of the form.

# 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:

- Send a check
- 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.arbitersports.com](http://www.arbitersports.com)
    2. Select the "Transfers Tab" on the left
    3. At the bottom of the page select "Upload Funds into ArbitersPay (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

Fund Account	
Upload Funds into RefPay (EFT)	Enter
Claim a Payment	Enter

**Transfers**

Upload Funds into RefPay (EFT) Request

Debit from Bank Account

Select Account: 122588996  
 Account Type: Checking  
 Routing Number: 102596359  
 Account Number: 122588996  
 Name on Account: David L

Routing # (9 digits): 102596359  
 Account # (8 digits): 122588996  
 Check # (4 digits): 0101

TRANSIT SYMBOL: 102596359 ON US SYMBOL: 102596359

Credit to Account

Account Number: 1535501130 Account Type: Assoc. Main Available Balance: 0.00 USD

Transfer Details

Amount to Transfer: 1200.00 \*Use only decimal point separator  
 Transfer Fee: Processing Fee USD 0.00  
 Security Key: \*\*\*\* 1 2 3 4 5 6 7 8 9 0

Continue Cancel

# Paying Officials

- Once you have funded your ArbitersPay 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	Print
Site	Casey's Field				0	Print
Site	Homer HS				33	Print
Site	Homer Jr Hi				4	Print
Team	Homer HS	Baseball	Varsity		23	Print
Team	Homer HS	Baseball	Junior Varsity		18	Print
Team	Homer HS	Baseball	Modified		10	Print

\*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!**

**Approve Payment (Homer HS)**  
Processing a transaction can take several minutes. Please click only once on the Approve button

Options  
 Show All

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	Calculate

# 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.

**Approve Payment (Homer HS)**  
Processing a transaction can take several minutes. Please click only once on the Approve button

Options  
 Show All

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	65.00	7.31	0.00	72.31	
<input type="checkbox"/>	Shanks, Geoff	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Plate	65.00	0.00	0.00	65.00	
<input type="checkbox"/>	Collier, Tyler	5827	6/1/2010 4:30 PM	Baseball, Modified	Homer HS	Plate	48.00	10.00	0.00	58.00	6/17/2010: Transaction Successful
<input type="checkbox"/>	Walters, Graham	5827	6/1/2010 4:30 PM	Baseball, Modified	Homer HS	Base	48.00	0.00	0.00	48.00	6/17/2010: Transaction Successful
										Total: 0.00 Balance: 120.00	Calculate

## 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
- 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
- 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

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**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.

**If you have further questions or concerns, do not hesitate to contact us!**

**Support Line – 801.576.9436**

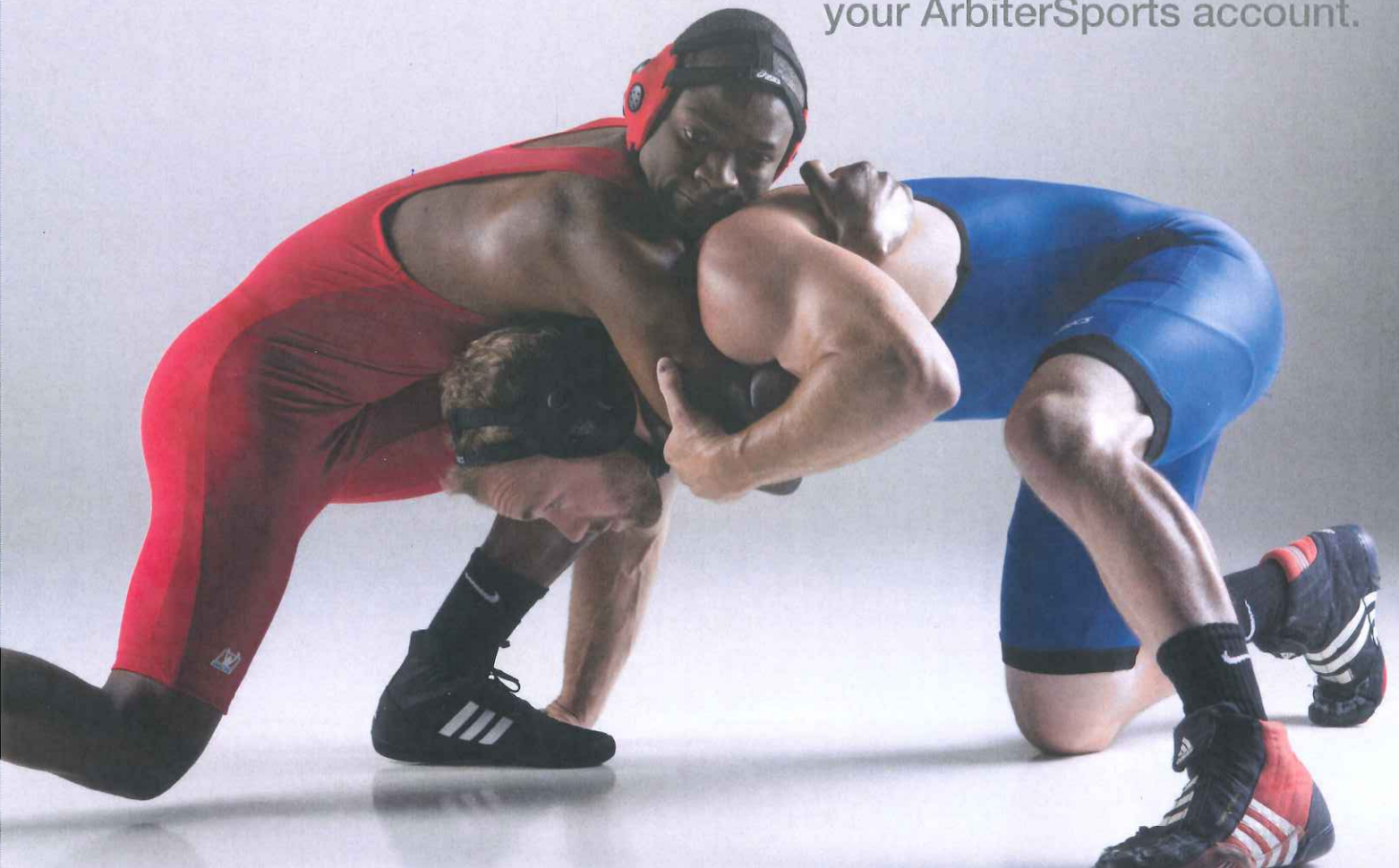
**Email – [support@arbitersports.com](mailto:support@arbitersports.com)**

**ArbiterSports™**

**ArbiterPay™**

The Hassle Free Way  
to Pay Your Officials.

> ArbiterPay is the efficient way to pay your officials and game workers online, without checks, envelopes or stamps all through your ArbiterSports account.





- More than \$100 million in officiating payments is processed annually with ArbiterPay.
- Pay officials right from your Arbiter account without logging in separately to ArbiterPay.
- ArbiterPay is part of the suite of products offered by ArbiterSports.

FEATURE	BENEFIT
Pay Online	<ul style="list-style-type: none"> <li>• Eliminate cost of paper checks, envelopes and postage</li> <li>• Never have to print, stuff, and address checks</li> <li>• Never have to reissue checks that are lost or stolen</li> </ul>
Automated Reporting	<ul style="list-style-type: none"> <li>• Automatically generate 1099s</li> <li>• Federal and state compliance built right into the system</li> </ul>
Secure, Insured System	<ul style="list-style-type: none"> <li>• Funds are held in trust and only in accounts backed by US government</li> <li>• No long term contract, can discontinue service at any time</li> </ul>
Web-based Platform	<ul style="list-style-type: none"> <li>• Access your system anytime from anywhere</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Our famous service is only a phone call away</li> </ul>

- The leader in athletic scheduling for 30 years.
- Fully integrated suite of products.
- Majority owned by the NCAA.



**ArbiterSports**  
How The Game is Played

Switch Views Support My Account

Home Schedule Students Teams Officials **Payments** Settings

Outstanding Payments Payment Reports

### 23 Outstanding Payments

ArbiterPay 0000000000  
Balance **\$2304.34**  
[Change Account](#) | [Add Funds](#)

Show: 12/12/2015 - 1/3/2016 for: All Sports

Sort By: Date # Payne Sport Amount Position

Payee	Amount
Harvey Wilson Ref - Varsity Boys Basketball	\$60.00
Trevor Hagan Ref - Varsity Boys Basketball	\$60.00
James Witherford Ref - Varsity Boys Basketball	\$60.00
Paul Anderson U1 - JV Boys Basketball	\$45.00
Trevor Mason U2 - Varsity Boys Basketball	\$60.00
John Smith Series U1 - JV Girls Basketball	\$45.00
Edward K. Rochester U2 - JV Boys Basketball	\$45.00
Gerry S. Einfeld U2 - JV Girls Basketball	\$45.00

Select All Select none With selected: Choose...

**Selected Payments**  
Check the boxes to the left of the officials you would like to pay.  
[Make Payments](#)

Pay your officials electronically right from your Arbiter account

PAYER's name, street address, city, state, and ZIP code, and telephone no. <b>Central School District 1200 Center Street YOURTOWN, US. 00000 800-555-1212</b>		1 Rents	<b>2015</b> <b>Form 1099-MISC</b>	<b>Miscellaneous Income</b>
		2 Royalties		
		3 Other income		
PAYER's Federal ID # <b>00-0000000</b>	RECIPIENT's Federal ID # <b>000-00-0000</b>	4 Federal income tax W/H	5 Fishing boat proceeds	<b>Copy B For Recipient</b> This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines it has not been reported.
RECIPIENT's name <b>Doe, John</b>		6 Medical care payments	Nonemployee comp. <b>\$960.00</b>	
Street address (including apt. no.) <b>2285 MAPLE STREET</b>		8 Substitute payments	Direct Sales	
City, state, and ZIP code <b>YOURTOWN, US. 00000</b>		10 Crop insurance proceeds	9b Total emp contributions	
Account number (optional)		10 State tax withheld	11 State/Payer's state no.	

Save time and hassle sending out 1099s each year.

"We pay each official through our system automatically, which saves us valuable time."

— New Jersey State Interscholastic Athletic Association

## > Go paperless and save

ArbiterPay is the hassle free way to pay your officials, accurately and on time. No more aggravation, because electronic payments mean you:

- Eliminate costs for paper checks, envelopes, postage and personnel.
- Never have to print, stuff, and address checks for snail mail.
- Never have to reissue checks that are lost or stolen.
- Automatically generate 1099s.



ArbiterPay Welcome jeremy@arbitersports.com! You have 323 new messages The current time is 11/18/2014 04:18 PM Current Connection: 68.142.140.11 Last Login: 68.142.140.132 | 11/14/2014 04:30 PM

**Reports**

Specific user - Specific account - All transactions Report

Username	Company or Full Name	Profile Creation Date
javerett	Olympus High School	11/12/2008 06:06 PM

Account Creation Date	Account Number	Account Type	Currency	Available Balance	Current Balance
11/12/2008 06:06 PM	1020871160	Assoc. Main	USD	5,000.00	5,000.00

Date / Time	Transaction Number	Transaction Description	Debit	Credit	Available Balance	Status
10/23/2014 11:29 AM	10697264	Processing Fee	0.79		2,840.58	Executed
10/23/2014 11:29 AM	10697264	Olympus High School, Group 102512, Game(s) 112774, Olympus High School, Stadium 10/15/2014, Game Fee \$57.00, Travel Pay \$2.38, Anthony Uriona	59.38		2,841.37	Executed
10/23/2014 11:29 AM	10697260	Processing Fee	0.79		2,900.76	Executed
10/23/2014 11:29 AM	10697260	Olympus High School, Group 102512, Game(s) 112774, Olympus High School, Stadium 10/16/2014, Game Fee \$57.00, Travel Pay \$0.42, Marc Bowers	57.42			
10/23/2014 11:28 AM	10697221	Processing Fee	0.79			
10/23/2014 11:28 AM	10697221	Olympus High School, Group 102512, Game(s) 112774, Olympus High School, Stadium 10/15/2014, Game Fee \$57.00, Travel Pay \$16.80, Brent Christensen	73.80			
10/23/2014 11:26 AM	10697140	Processing Fee	0.79			
10/23/2014 11:26 AM	10697140	Olympus High School, Group 102512, Game(s) 112774, Olympus High School, Stadium 10/15/2014, Game Fee \$57.00, Travel Pay \$1.82, Steven Mills	58.82			
10/23/2014 11:26 AM	10697136	Processing Fee	0.79			
10/23/2014 11:26 AM	10697136	Olympus High School, Group 102512, Game(s) 112774, Olympus High School, Stadium 10/16/2014, Game Fee \$57.00, RONALD HARDEN	57.00			
10/23/2014 11:25 AM	10697103	Processing Fee	0.79			

Sketch 9:41 AM 42%  
ArbiterPay  
Jeremy Brown #0000000  
Account Balance 07/11/15  
**\$48.02**

## > Play By The Rules Automatically

Federal and state compliance is built right into the system, so it's automatic. Better still, it is web based and always up to date with the latest regulations.

Contact ArbiterSports Today  
and Get Control of Your Game!

sales@arbitersports.com | 800.576.2799

**ArbiterSports**

**Justin Miller** Sales Associate  
justin.miller@arbitersports.com

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