Arbiter – RefPay Integration
Creating a RefPay Account

Begin by going to www.refpay.com and click the large Sign Up button then click Next to register as a sport official.
Enter Your User Type

When all required fields are completed click Next
Enter Your Personal Information

Date of Birth and SSN are required. Neither assigners nor Arbiter employees see this information, but it is needed for 1099 purposes.

When all required fields are completed click Next
Enter Address Information

Like your SSN, addresses are needed for 1099 purposes only.

When all required fields are completed click **Next**
Enter Your Personal Information

Enter a separate mailing address or check the box to indicate it is the same as the address indicated on the previous screen.

When all required fields are completed click **Next**
Enter Bank Information

To receive payments through direct deposit your bank information is required. Receiving payments by check or debit card may require a fee so direct deposit is recommended.

This information can be entered later if not done at this time.

When all required fields are completed click **Next**
Because your funds can be accessed through this account, additional security is required beyond a username and password. The answer to this question is required should you forget your login information.

When all required fields are completed click **Next**
Create Sign-in Information

Select a username, password and four-digit security key as your RefPay sign-in information.

Your email address is acceptable as your username should you like to keep that the same as your Arbiter sign-in information.

If you have an ArbiterSports account make sure to select Yes. Once you click yes, fill the section out below to link your RefPay account To ArbiterSports

When all required fields are completed click **Next**
At this point your RefPay account is created. Log into ArbiterSports to make sure your RefPay account is linked to ArbiterSports. You cannot be paid thru RefPay until you link your RefPay account to your Arbiter account!!
If you put in your ArbiterSports login information on step 7 then you should see your account number and balance under your Payments tab.
For Officials

If your account number and balance don’t show, enter your RefPay username and then click the plus sign. When you are added to a new group you will need to complete these steps as well.
For Officials

Your RefPay Account Number (randomly created) will be displayed (1). Enter your four-digit security key (2) and check the Arbiter group numbers (3) for which you want to receive RefPay payments then click the blue disk (4).
For Officials

You will now see your RefPay account number shown for each group you selected and your account balance (which will always be $0.00 initially). You may check this screen for your account balance at anytime, but you must sign into refpay.com to actually receive your funds once you have been paid. The RefPay logo on this screen will take you to the refpay.com sign-in page.
For Officials

Once a payment is made to you by a school or association you will sign into [www.refpay.com](http://www.refpay.com) to see this screen and your new balance.
The account history lets you see when payments have been made to you and from whom.
You can receive your RefPay funds in any of three ways from the Transfers menu:

1. Direct Deposit
2. Send to Debit Card
3. Ask that a check be mailed

Officials can also send other officials or schools money through RefPay for times they may get paid for a game someone else worked.
For Officials

Congratulations, you may now be paid through RefPay.

- RefPay is always free to officials that send the money to a bank account or to a RefPay debit card.
- Requesting a check is $5.00.
For Officials

Security

RefPay was designed to protect your data. Our 128-bit encrypted website uses the same technology as most online banks. Arbiter employee access to RefPay information is completely restricted and all accounts audited daily. RefPay funds are kept in an FDIC-insured account with a fully-accredited and trusted local bank.