



Quick Start Guide

Prepared for: Officials, Referees & Sport Support
Personnel

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1 General Information

1.1 CEO Message

RefPay.com - Increasing Convenience and Value. Thank you for being an important part of RefPay.com. All of our efforts are directed to ensuring you have all the tools necessary to be paid in a fast, easy and secure manner. Our commitment is to continually make improvements to provide you greater convenience, service and value.

Our office is open Monday – Friday MST 9 a.m. to 5 p.m. We can be reached at 1-801-576-9436 or via e-mail at support@refpay.com. We are here to help you any way we can. RefPay was designed by a group of business professionals who have a passion for officiating. While most of us officiate for other reasons than “getting paid,” RefPay eliminates the headaches of being fairly compensated for your services.

We will continue to seek new innovative programs that will save you time and money. It is our pleasure to serve you. I enjoy hearing from you; please let me know if you have any comments or suggestions.

Daren W. Jackson
Founder, RefPay.com

1.2 Money Flow Chart



1.3 Schematic – Sports Officials



Benefits to Sports Officials using RefPay:

- > Protects your personal and financial information.
- > Gets you paid in a fast, easy and secure manner.
- > Allows you to receive payments virtually overnight.
- > Eliminates mail transit and check processing time.
- > Eliminates chances of checks being lost or stolen.
- > Gives you instant access 24/7 to your money.
- > Saves you time and money.
- > It's FREE to Sports Officials.

The old way:	The RefPay™ way:
Officials fill out pay vouchers requiring personal information such as SSN, Home Address, Phone Numbers etc.	Officials only list their RefPay username and RefPay account number.
Officials wait 1-3 weeks for check processing and mail transit.	Officials get paid instantly, directly into their RefPay account.
Officials make an extra trip to the bank for check cashing or deposit.	Officials can transfer money electronically to a traditional bank account or access funds instantly via a RefPay debit card. All from the comfort of their own home.
Game fee checks get lost or delayed in transit.	Officials have access to online tracking system that verifies up to 12 months of payment history.
Officials pay bank check cashing fee's and can only cash checks during banking hours.	RefPay is FREE for Officials. Referees get instant access to their money via any ATM or business location that accepts MasterCard.

2 Account Information

2.1 Username & Password

You may login from the main website with the credentials you were issued



Each Official has a unique Username and Password.

2.2 Security Key

Security Keys are similar to PIN numbers for debit cards. Every Official has a unique Security Key. In order for a transaction to be approved, Security Keys are required to be entered anytime money is transferred into or out of a RefPay account. ***Make sure you remember your Security Key as it will only be given once through the messaging system.**

You will get an error message without the proper Security Key.

Transfer to Other User	
Template Manager	
Template:	...Blank Load Delete
Debit from Account	
Account Number:	Select Account Account Type: Available Balance:
Credit to Account	
Payee Username:	
Payee Account Number:	
Transfer Details	
Amount to Transfer:	* Use only decimal point separator
Description:	
Transfer Fee:	
Security Key:	1 2 3 4 5 6 7 8 9 0
Template Manager	
Template Name:	Save Template
Continue Cancel	

2.3 Available Balance vs. Current Balance

Available balance is the money you can access immediately. Current balance reflects money you can access plus or minus any credits or debits not fully collected. In most instances these numbers will be the same. However, **it's important to remember ACH debits and credits take 2 – 4 business days to be fully collected.**

Description	Available Balance	Current Balance
Edit	0.00	0.00

Description

Available Balance and Current Balance *may differ because ACH funds have not been fully collected.*

2.4 Multiple RefPay Accounts

RefPay allows users to have multiple RefPay Accounts if they desire. This function was designed specifically for users who want to keep money and/or earning's separate. An Official may use this function to keep money earned officiating Basketball in one account and money earned officiating Soccer in another account.



Accounts						
Account Creation Date	Account Number	Account Type	Currency	Description	Available Balance	Current Balance
05/04/2009 04:38 PM	1290401832	RefPay Free Account	USD	Soccer Edit	0.00	0.00
08/26/2009 02:29 PM	1454429152	RefPay Free Account	USD	Basketball Edit	0.00	0.00

Card Accounts			
Association Date	Account Type	Description	Status

User's can have multiple RefPay accounts if they want to keep money and/or earning's separate.

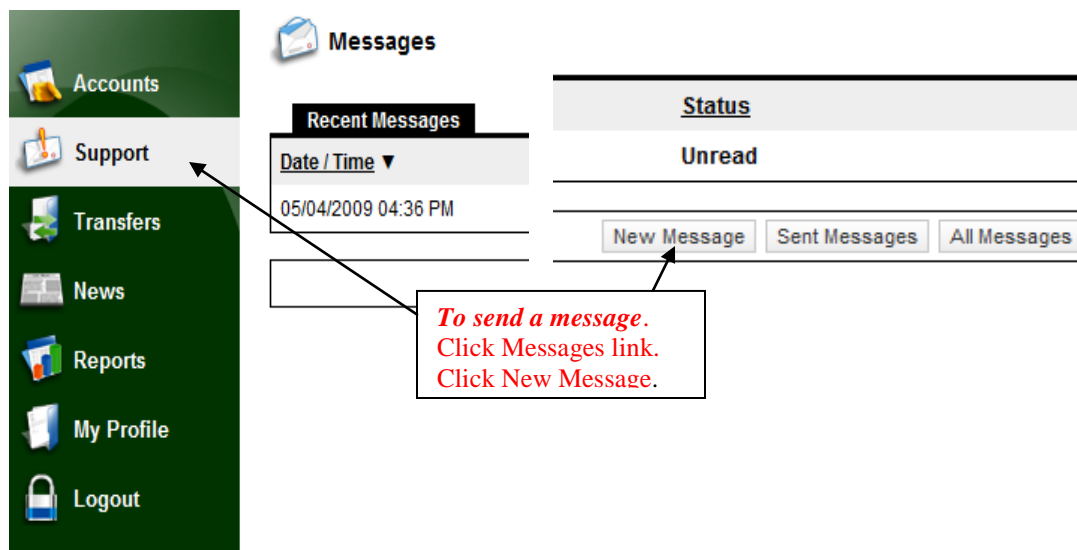
3 Message System

3.1 Purpose of Message System

RefPay has an internal messaging system that allows you to communicate directly with the RefPay administrator. This system can only be accessed when you are logged in with your unique user ID and password. **The quickest way to resolve any problems that may arise is by communication through the messaging system.**

3.2 Sending a Message

Sending a message to the RefPay Administrator is easy. Click on the Support Tab, then on the New Message icon.



This screen will appear.

The screenshot shows the 'New Message' form. It has a title bar 'New Message' and a 'Messages' icon. The form fields are: 'To:' with the value 'administrator', 'Subject:' with a dropdown menu showing '...', and 'Message:' with a large text area. At the bottom right are 'Send' and 'Cancel' buttons.

Write your message and then click send. The administrator will respond through the messaging system.

3.3 Receiving a Message

Receiving a message from the RefPay Administrator is easy. Click on the Support Tab. Then on the Subject line link you want to read.

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Logout

Messages

Recent Messages

Date / Time ▼
05/04/2009 04:36 PM

Subject	Status
Security Key	Unread

New Message

*To read a message.
Click the Support Tab.
Click the link you
want to read.*

Your message will appear for you to read. The RefPay administrator will communicate with you through the system.

Messages

Message Details

Date / Time:	05/04/2009 04:36 PM
From:	administrator
Subject:	[Security Key]: Security Key
Message:	Please memorize this security key, since it is only going to be shown once. Security Key: 9999

Message Thread Print Reply Close

4 Transfer Money

4.1 Access Your RefPay Money

There are three ways to access your RefPay money.

- A. Funding your RefPay Debit Card.
- B. Electronically Transferring Funds to a Bank Account (EFT)
- C. RefPay corporate mails you a physical check.

Fee Schedule

RefPay Debit Card = FREE

EFT Funds to Bank = FREE

Mail a check = \$3.00

If you're like us at RefPay and love FREE, use your RefPay Debit Card or EFT Funds to your Bank Account

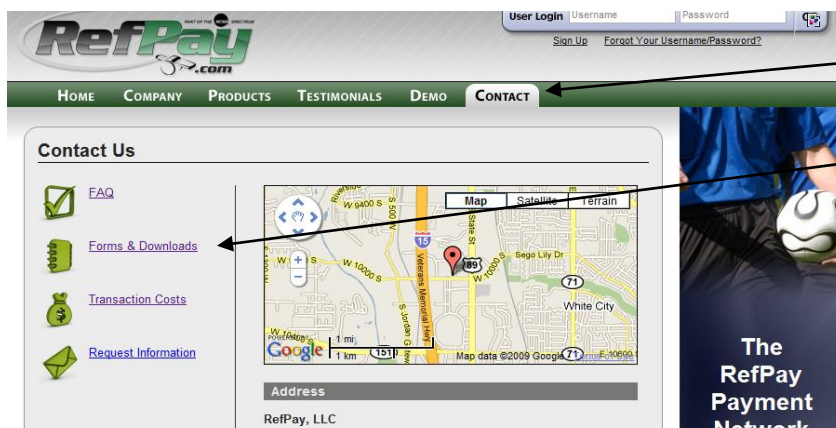
4.2 RefPay Debit Card

4.2.1 Getting a RefPay Debit Card



RefPay Debit Cards can be used at any location that accepts MasterCard. MasterCard is accepted at over 22 Million locations and at any ATM in the world. Using your RefPay debit card is an excellent way to track officiating expenses and receive instant payment for your services. A one time charge of \$3.95 pr card will be assessed to cover the cost of issuing a card.

Obtaining a RefPay Debit Card is easy. Go to RefPay.com, click on the Accounts Tab, click on the Sign Up link. Fill out the form. Your card will arrive in 7 – 10 Business Days.



Get a RefPay Debit Card
Go to RefPay.com
Click the Contact tab
Click Forms & Downloads
Select RefPay Debit Card Application

****** You must have a RefPay account before you can Sign Up for a RefPay Debit Card ******

4.2.2 Important Card Reminders

Using your RefPay Debit Card is FREE as long as you use the card on a NON-PIN transaction basis. When making any purchase, always run the transaction as a CREDIT. The ACH banking network charges companies that issue debit cards each time a transaction is run as a DEBIT. If the transaction is run as a CREDIT the merchant pays the ACH network charges. Therefore, if you run a transaction as a DEBIT charge the transaction fee will be passed on to you. However, if you run the transaction as a CREDIT charge the transaction will be FREE. RefPay Debit Card funding is done by the user. It's up to the user to determine the amount of money put on the Card. Users are not required to put their entire RefPay account balance on their RefPay Card. The maximum users can fund is determined by their available balance.

4.2.3 Funding Your RefPay Card

Funding your RefPay Card is easy. Click on the Transfers Tab; select Send Funds to RefPay Debit Card.

The screenshot shows the RefPay interface with a sidebar on the left containing links: Accounts, Support, Transfers (highlighted), News, Reports, My Profile, and Logout. The main content area is titled 'Transfers' and contains two sections: 'Send Funds' and 'Transfer Funds'. The 'Send Funds' section has three options: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check', each with an 'Enter' button. The 'Transfer Funds' section has four options: 'Between My RefPay Accounts', 'Pay Officials, Personnel & Other RefPay Users (Individual)', 'Pay Officials, Personnel & Other RefPay Users (Mass)', and 'RefPay Account (EFT)', each with an 'Enter' button. A callout box with red text points to the 'To RefPay Debit Card' option, stating: 'Fund RefPay Card', 'Click on Transfer Money', and 'Click on Fund RefPay Card'.

Send Funds	
To Bank Account (EFT)	Enter
To RefPay Debit Card	Enter
By Check	Enter

Transfer Funds	
Between My RefPay Accounts	Enter
Pay Officials, Personnel & Other RefPay Users (Individual)	Enter
Pay Officials, Personnel & Other RefPay Users (Mass)	Enter
RefPay Account (EFT)	Enter

The following form will appear. Fill it out, click continue to confirm the transaction and then submit. Your card will be funded instantly for the amount you designated.

Transfers

Request Card Funding

Debit from Account	
Account Number:	Select Account ▼
Account Type:	Available Balance:

Credit to Card	
Card Number:	Select Card ▼
Card Account Type:	

Transfer Details	
Amount to Transfer:	* Use only decimal point separator
Transfer Fee:	▼
Security Key:	1 2 3 4 5 6 7 8 9 0

Continue Cancel

4.3 Transfer Funds to a Bank Account (EFT)

Officials can transfer funds into their bank account at anytime. Every time money is transferred to and from the RefPay system, the electronic ACH banking network charges fees. RefPay's philosophy is to provide our service FREE of charge. The maximum Officials can request to have sent to their bank account is determined by their available balance

To transfer funds to a bank account, select the Transfers Tab, then select Transfer Funds to Bank Account.

Transfers

Send Funds

To Bank Account (EFT)	Enter
To RefPay Debit Card	Enter
By Check	Enter

Transfer Funds

RefPay My RefPay Accounts	Enter
Pay Users (Individual)	Enter
Pay Users (Mass)	Enter
Transfer Funds to Bank Account (EFT)	Enter

*Transfer to a bank account
Click the Transfers Tab
Select Transfer Funds to Bank Account*

Transfer Funds to a Bank Account (EFT) (cont...)

Fill out the form, click continue to confirm the transaction and then submit.

Accounts

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Transfers

Send Funds by Check Request

Debit from Account	
Account Number:	<input type="text" value="1290401832"/> Account Type: RefPay Free Account Available Balance: 0.00 USD

Check Beneficiary	
Beneficiary Name:	David Larrabee Checks will only be issued to authorized account users
Address:	<input type="text" value="126 W Sego Lily Dr"/>
Address (2nd Line):	<input type="text"/>
City:	<input type="text" value="Sandy"/>
State / Province / Region:	<input type="text" value="UT"/>
Zip / Postal Code:	<input type="text" value="84070"/>
Country:	<input type="text" value="United States"/>

Transfer Details	
Amount to Transfer:	<input type="text"/> * Use only decimal point separator
Transfer Fee:	Processing Fee USD 3.00 This transfer fee will be applied once the transfer is executed
Security Key:	<input type="text"/> <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="6"/> <input type="button" value="7"/> <input type="button" value="8"/> <input type="button" value="9"/> <input type="button" value="0"/>

4.5 Transfers – Personal RefPay Accounts (Owned by same individual)

For Officials who have multiple RefPay accounts, you can transfer money between them at your discretion. To do this select the Transfers Tab, then select the Transfer Funds Between My RefPay Accounts Option.

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Transfers

Send Funds

To Bank Account (EFT)	<input type="button" value="Enter"/>
To RefPay Debit Card	<input type="button" value="Enter"/>
By Check	<input type="button" value="Enter"/>

Transfer Funds

Between My RefPay Accounts	<input type="button" value="Enter"/>
Pay Officials, Personnel & Other RefPay Users (Individual)	<input type="button" value="Enter"/>
Pay Officials, Personnel & Other RefPay Users (Mass)	<input type="button" value="Enter"/>
Pay Officials From Non-RefPay Account (EFT)	<input type="button" value="Enter"/>

Transfer between accounts.
 Click the Transfers Tab
 Select Transfer Funds
 Between RefPay Accounts

Fill out the form, click continue to confirm the transaction and then submit.

Transfers

Transfer Between My RefPay Accounts

Debit from Account	
Account Number:	1290401832 <input type="button" value="v"/>
Account Type: RefPay Free Account Available Balance: 0.00 USD	

Credit to Account	
Account Number:	Select Account <input type="button" value="v"/>
Account Type: Available Balance:	

Transfer Details	
Amount to Transfer:	<input type="text"/> * Use only decimal point separator
Transfer Fee:	Processing Fee USD 0.00 <input type="button" value="v"/>

The money will be instantly transferred to your other account.

4.6 Transfers – Other RefPay Users

Paying other RefPay Account holders is easy through the RefPay system. There is a .50 cent transaction fee for this transaction. Officials may utilize this option to reimburse mileage, receive per diem, pay camp fees or for any other reason money changes hands. To Pay another RefPay Account, click the Transfers Tab and select Pay Officials individual.

Transfers

Send Funds

To Bank Account (EFT)	<input type="button" value="Enter"/>
To RefPay Debit Card	<input type="button" value="Enter"/>
By Check	<input type="button" value="Enter"/>

Transfer Funds

Between My RefPay Accounts	<input type="button" value="Enter"/>
Pay Officials, Personnel & Other RefPay Users (Individual)	<input type="button" value="Enter"/>
Pay Officials, Personnel & Other RefPay Users (Mass)	<input type="button" value="Enter"/>
Pay Officials From Non-RefPay Account (EFT)	<input type="button" value="Enter"/>

Transfer to another RefPay Account
Click the Transfers Tab
Select Pay Officials, Individual

Fill out the form, click continue to confirm the transaction and then submit.

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[Accounts](#)

Transfers

Transfer to Other User

Template Manager

Template: ...Blank Load Delete

Debit from Account

Account Number: 1290401832
Account Type: RefPay Free Account
Available Balance: 0.00 USD

Credit to A

Payee Username:
Payee Account Number:

Transfer Details

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

Template Manager

Template Name: ☐ Save Template

Continue Cancel

You will need the
Officials RefPay
username & RefPay
account number.

You must enter your
Security Key to proceed
with the transaction.

The Official will be paid instantly into their RefPay account.

5 Account History

5.1 Payment Verification

To verify payments have been made to your RefPay account, select the Accounts Tab, then select the account link.

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[Accounts](#)

Accounts

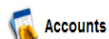
Account Creation Date	Account Number
07/02/2009 05:57 PM	1535501130

Payment Verification

Click Accounts
Click on the Account # link.

Payment Verification
Click Accounts
Click on the Account # link.

The Account Details page for the selected account will appear. You can search for payment verification by date, description or status.



Account Details

Account Creation Date	Account Number	Account Type	Currency	Description	Available Balance	Current Balance
07/02/2009 05:57 PM	1535501130	Assoc. Main	USD		0.00	0.00
Total transactions since account creation:		1				
Total pending transactions:		0				
Last recorded transaction:		07/02/2009 05:57 PM				

Transactions

Date / Time	Transaction Number	Transaction Description	Debit	Credit	Available Balance	Status
07/02/2009 05:57 PM	216364	New Account		0.00	0.00	Executed

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Back

5.2 Audit Information

RefPay's accounting system records every transaction performed on any account. To obtain a detailed listing of each transaction, select the Reports Tab, then select All Accounts.

Reports

Report Types	
Specific account - Executed transactions	Enter
All accounts - Executed transactions	Enter
All Accounts - Balances	Enter

Account Audit Detail
Click Reports
Select All Accounts

A detailed breakdown of all account transactions will appear. For Officials with multiple accounts, a detailed breakdown of each account will appear.

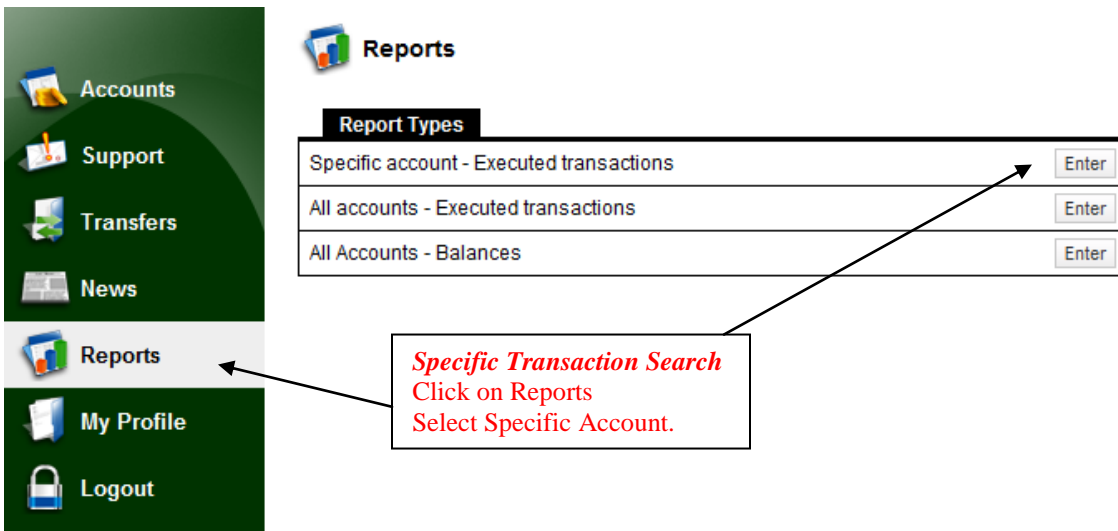
All accounts - Executed transactions Report						
Date / Time	Account Number	Transaction Number	Transaction Description	Currency	Debit	Credit
05/04/2009 04:38 PM	1290401832	172168	New Account	USD		0.00
08/26/2009 02:29 PM	1454429152	236398	New Account	USD		0.00

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Export to Excel Print Done

5.3 Transaction Search

RefPay users can easily search for and find any transaction that has affected their account. To search for a specific transaction, select the Reports Tab, then select Specific Account.



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Report Types

Specific account - Executed transactions	Enter
All accounts - Executed transactions	Enter
All Accounts - Balances	Enter

Specific Transaction Search
Click on Reports
Select Specific Account.

A customized search screen will appear. Enter your search criteria and then select Generate.

Reports

Customize Report

Select Account:	Select Account ▼	Account Type:	
Select Date Range:	Start: 08 / 01 / 2009	End: 08 / 31 / 2009	

Generate Cancel

A report will generate with the criteria you selected.

Reports

Specific account - Ranged executed transactions Report

Account Creation Date	Account Number	Account Type	Currency	Description	Balance
07/02/2009 05:57 PM	1535501130	Assoc. Main	USD		0.00

Date / Time	Transaction Number	Transaction Description	Debit	Credit	Balance
07/02/2009 05:57 PM	216364	New Account		0.00	0.00

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Export to Excel Print Done

5.4 Account Balance Inquiries

RefPay users can get an account balance at any time. Users with multiple RefPay accounts will get a combined balance for all of their accounts. To get an account balance, select the Reports Tab, and then select the All Accounts Balance.

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Reports

Report Types

Specific account - Executed transactions	Enter
All accounts - Executed transactions	Enter
All Accounts - Balances	Enter

Account Balance Inquiry
Click on the Reports Tab
Click on All Accounts

A report showing all you combined accounts balance will appear.

**All Accounts Balances Report**

Account Types	Number of Accounts	Currency	Total Balances
Assoc. Main	1	USD	0.00

USD			
Total Balance			0.00
Total pending transactions	0		0.00
Future Balance			0.00

[Export to Excel](#) [Print](#) [Done](#)

6 Account Profile

6.1 Updating your Profile

RefPay users can modify their profile at any time. To modify a profile – Select My Profile Tab, Review the information on the screen and scroll to the bottom and Select Modify.

My Profile

User Information Physical Address Mailing Address Bank Accounts Profile Settings My Preferences

View Profile

User Information	
Title:	Mr
First Name(s):	David
Middle Name/Initial:	
Last Name(s):	Larrabee
Company Name:	
Date of Birth:	**/**/1988
Driver's License:	
TIN/SSN:	*****8965
Federal TCC#:	
Country of Residence:	
Relationship:	
Email:	David@arbitersports.com
Office Phone:	
Mobile Phone:	
Fax:	
Preferred Language:	English

User Agreement	
Accepted on:	2009-08-04
IP Address:	173.14.225.49

Change Password
Click My Profile
Click Modify

Modify

Modify and Update your information. Click Save when finished

6.2 Change Password and Security Key

RefPay users can modify their Password and Security Key at anytime. To modify settings – Click the My Profile Tab, select Profile Settings, and click modify.

My Profile

User Information Physical Address Mailing Address Bank Accounts **Profile Settings** My Preferences

View Profile

User Information	
Title:	Mr
First Name(s):	David
Middle Name/Initial:	
Last Name(s):	Larrabee
Company Name:	
Date of Birth:	**/**/1988
Driver's License:	
TIN/SSN:	*****8965
Federal TCC#:	
Country of Residence:	
Country of Citizenship:	
Email Address:	David@arbitersports.com
	English

User Agreement	
Accepted on:	2009-08-04
IP Address:	173.14.225.49

Modify

Review and modify your information.

My Profile

User Information Physical Address Mailing Address Bank Accounts **Profile Settings** My Preferences

View Profile

Profile Settings	
Username:	David777
Password:	(Hidden)
Security Key:	****

Modify

Check the information you wish to change. Click Save when finished.

My Profile

User Information Physical Address Mailing Address Bank Accounts **Profile Settings** My Preferences

Modify My Profile

Profile Settings	
Username:	David777
<input checked="" type="checkbox"/> Modify Password	
Old Password:	••••••••
New Password:	••
Confirm New Password:	
<input type="checkbox"/> Reset Security Key	
New Security Key:	
Question #1:	What is your father's middle name?
Answer #1:	

Save Cancel

6.3 Bank Accounts

RefPay users can add and modify bank account information at anytime. To add Bank Account information – Click the My Profile Tab, select Bank Accounts, and click Add to add a new

account or modify to change existing account information. RefPay users can store up to 3 different bank accounts.

My Profile

User Information Physical Address Mailing Address **Bank Accounts** Profile Settings My Preferences

View Profile

User Information	
Title:	Mr
First Name(s):	David
Middle Name/Initial:	
Last Name(s):	Larrabee
Company Name:	
Date of Birth:	****/1988
Driver's License:	
TIN/SSN:	*****8965
Federal TCC#:	
David@arbitersports.com	
Office Phone:	
Mobile Phone:	
Fax:	
Preferred Language:	English

User Agreement	
Accepted on:	2009-08-04
IP Address:	173.14.225.49

Modify

Bank Accounts
Click the My Profile Tab
Select Bank Accounts

Click Add for new information or Modify to update existing information.

My Profile

User Information Physical Address Mailing Address **Bank Accounts** Profile Settings My Preferences

View Profile

Select	Primary	Bank Name	Address	City	State	Routing Number	Account Number	Account Type	Name on Account
<input type="radio"/>	Primary	Bank of America				102596359	*****8966	Checking	David L

Make Primary Modify Delete Add

Updating Bank Accounts
Click Modify or Add

Bank Accounts (cont...)

Once you have clicked Add or Modify, fill out the information. Save when Finished.

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My Profile

User Information
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Modify My Profile

Bank Account Information

Bank Name: Bank of America
Address:
City:
State:
Routing Number: 102596359
Account Number: 122568966
Checking
David L

Security Key: *

Save Cancel

You must enter Security Key before the account information is saved

Once Bank Account Information is added users will be able to choose a Primary Account which will appear first under Transfers.

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My Profile

User Information
Physical Address
Mailing Address
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View Profile

Select	Primary	Bank Name	Address	City	State	Routing Number	Account Number	Account Type	Name on Account
<input checked="" type="radio"/>	Primary	Bank of America				102596359	****8966	Checking	David L
<input type="radio"/>		USAA				120056896	**5698	Checking	David L

Make Primary
Modify
Delete
Add

Select the account and click Make Primary

6.4 User Preferences

RefPay Users will be able to set Preferences on their account such as Email Notifications, Automatic Transfers, and Direct Payments. To update your preferences – Click the My Profile Tab, select My Preferences, and then click Modify.

My Profile

User Information Physical Address Mailing Address Bank Accounts Profile Settings **My Preferences**

My Preferences

E-mail Notifications

Transfer From Other User: No

Automatic Transfer

When Balance Reaches Amount in USD: (None)

On Date: (None)

Payment Method: Check

RefPay Direct Payments

EFT

Modify

Click My Profile Tab
Select My Preferences
and Modify

Select if you would like Email Notifications when receiving funds.

My Profile

User Information Physical Address Mailing Address Bank Accounts Profile Settings **My Preferences**

My Preferences

E-mail Notifications

Transfer From Other User: ☐ Yes ☒ No

Automatic Transfer

When Balance Reaches Amount in USD:

On Date:

Payment Method: Check

RefPay Direct Payments

Payment Method: EFT

Security Key: *

Save Cancel

Select if you want to receive Email
Notifications when funds are
transferred to you from another user.

For Automatic Transfer to Bank Account settings RefPay users have 2 options - have the full available balance automatically draft when the account reaches a certain balance or on a certain day of the month. For every auto transfer to a bank account \$1.50 will be charged unless the official pays \$9.95 for an Unlimited account which includes unlimited auto transfers for 12 months.

Below is an example of how to set up your account to auto sweep the funds to your bank once the balance reaches \$150.00 or more

Automatic Transfer ?	
When Balance Reaches Amount in USD:	150
On Date:	<input type="text"/> ▼
Payment Method:	EFT ▼

Type in min balance
Choose payment method

Direct Payments preference will automatically send the funds to the Payment Method selected as they are being deposited into your RefPay Account. Save when Finished.

RefPay Direct Payments ?	
Payment Method:	EFT ▼

6.5 Official's Free and Unlimited Account Tables

Officials FREE Account		Officials Auto-Sweep Unlimited Account	
RefPay Game Fee Deposit	FREE	RefPay Game Fee Deposit	FREE
Monthly Acct Fee	FREE	Monthly Account Fee	FREE
RefPay Acct to Bank Acct (Unlimited)	FREE	RefPay Acct to Bank Acct (Unlimited)	FREE
RefPay Acct to RefPay Debit Card	FREE	RefPay Acct to RefPay Debit Card	FREE
RefPay to RefPay Acct (Same Owner)	FREE	RefPay to RefPay Acct (Same Owner)	FREE
E-mail Customer Support	FREE	E-mail Payment Notification	FREE
E-mail Payment Notification	FREE	E-mail Customer Support	FREE
Internal Messaging Support	FREE	Internal Messaging Support	FREE
Real Time Acct Statements	FREE	Live Support Call	FREE
Live Support Call (per min)	\$1.00	Real Time Account Statements	FREE
Auto Sweep – RefPay Acct to Bank Acct	\$1.50	Auto Sweep – RefPay Acct to bank Acct (unlimited)	FREE
Issue a Written Check	\$3.00	Issue a written check	\$3.00
ACH Return Fee	\$5.00	ACH Return Fee	\$5.00
Monthly Inactivity Fee	\$5.00	Monthly Inactivity Fee (After 13 months of no Activity)	\$5.00

7 Arbiter and Non-Arbiter Users

7.1 ArbiterSports Linking Accounts

Once you have created an account on RefPay and you are an Arbiter user. You will want to link your RefPay Account with your Arbiter group. By linking your RefPay account with your Arbiter group you will be able to receive payments from your Arbiter group associations. To link the accounts log onto www.ArbiterSports.com and sign in, click on the Payroll Tab, then the RefPay sub tab. Type in your RefPay username and select the green plus sign.

ArbiterSports

SWITCH VIEWS SIGN OUT

David Larrabee (Official)
Advanced Business Technology
Group ID: 100003

MAIN SCHEDULE EVALUATIONS **PAYMENTS** BLOCKS LISTS MYREFEREE SETTINGS

REFPAY PAYSHEETS INVOICES

RefPay

Exit

RefPay

Click RefPay logo to Login

Please enter your RefPay account information

RefPay Username

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

Exit

1. Click Payments Tab
2. Select RefPay
3. Type in your RefPay Username
4. Click Plus sign

Type in your RefPay Security Key and click save when finished.

ArbiterSports

SWITCH VIEWS SIGN OUT

David Larrabee (Official)
Advanced Business Technology
Group ID: 100003

MAIN SCHEDULE EVALUATIONS **PAYMENTS** BLOCKS LISTS MYREFEREE SETTINGS

REFPAY PAYSHEETS INVOICES

RefPay

Exit

RefPay

Click RefPay logo to Login

Please enter your RefPay account information

RefPay Username David999

RefPay Account #	Group
1290401832 Balance: \$0.00	100003
1290401832 Balance: \$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.

Exit

1. Type in your RefPay Security Key
2. Check Group #'s that are not linked
3. Click Save

Linking RefPay and Arbiter (cont...)

Once your accounts are linked, the Arbiter will show your RefPay account number and the balance in it. To delete the link just click the red X

The screenshot shows the ArbiterSports web application. At the top, there's a navigation bar with tabs: MY GROUP, ASSIGNING, USERS, PAYROLL (selected), and SETTINGS. Below this is a sub-navigation bar with PAYROLL, REFPAY (selected), and BILL TO'S. The main content area is titled 'RefPay' and features an 'Exit' button. Below the title is the RefPay logo and a prompt to 'Click RefPay logo to Login'. A form titled 'Please enter your RefPay account information' contains a 'RefPay Username' field with the value 'David999'. Below this is a table with one row showing a 'RefPay Account #' of '1290401832' and a 'Balance' of '\$0.00'. To the left of the account number is a red 'X' icon, which is pointed to by an arrow. To the right of the account number are 'Up' and 'Down' buttons. An 'Exit' button is located at the bottom right of the form area. At the very bottom, there's a footer with links for 'About | Contact | Legal | Help' and a copyright notice '© 2009 ArbiterSports'.

7.2 Non-Arbiter Users

If you are an Official working for a school or an association that does not use ArbiterSports.com as their scheduling tool but still pays via RefPay. You will need to provide your assigner or paymaster your RefPay Username and Account number.

Your Username is what you use to sign in with into RefPay.com

The screenshot shows the RefPay.com login page. At the top is the RefPay logo. Below it is a 'User Login' section with a text input field containing 'david999', a 'Password' input field, and a 'GO' button. Below the login fields are links for 'Sign Up' and 'Forgot Your Username/Password?'. At the bottom of the page is a navigation bar with links: HOME, COMPANY, PRODUCTS, TESTIMONIALS, DEMO, and CONTACT.

The screenshot shows the 'Accounts' page on RefPay.com. At the top, a black banner displays the message 'Welcome david999! You have 2 new messages.' Below this is a section titled 'Accounts' with a sub-header 'Accounts'. A table lists account information with columns for 'Account Creation Date' and 'Account Number'. The first row shows a creation date of '05/04/2009 04:38 PM' and an account number of '1290401832'. A red arrow points from a text box on the right to the 'Account Number' column header. Another red arrow points from the same text box to the 'Account Number' value '1290401832' in the first row. The text box contains the text: 'Your Username and your Account # will be displayed on RefPay.com once you sign in.'