

ARBITERPAY WALKTHROUGH

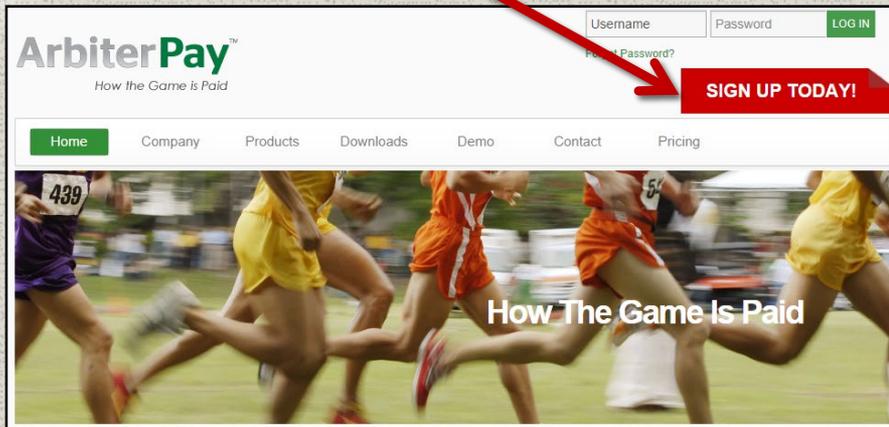
**FOR SCHOOLS OR LEAGUES WHOSE GAMES ARE ASSIGNED
THROUGH ARBITERSPORTS**

SIGNING UP

- Follow these easy steps to sign up on ArbiterPay as a School or a Municipality

1. Go to www.arbiterpay.com

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



3. Select **School - Municipalities**

Registration Form - Step 1 of 8	
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	
	<input type="button" value="Next"/> <input type="button" value="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).

1. Go to www.arbitersports.com
2. Sign in and select one of your accounts
3. Click the Payroll Tab
4. Select the ArbiterPay sub-tab
5. Type in your ArbiterPay Username
6. Click the green + sign
7. Type your 4 digit Security Key/PIN
8. Click save when finished
9. Repeat steps 3-8 for each account in ArbiterSports that you have.

- You will sign into 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

The screenshot shows the ArbiterOne web interface. At the top, there are navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is logged in as David Larrabee (Contact), RefPay Test Group, with Group ID: 102897. The main navigation bar includes tabs for MAIN, SCHEDULE, PAYROLL (highlighted with a red arrow and '3.'), LISTS, EVALUATIONS, and PROFILE. Below this, there are sub-tabs for ARBITERPAY (highlighted with a red arrow and '4.'), STATEMENTS, and PAYSHEETS. The ArbiterPay section is active, displaying the RefPay logo and the instruction 'Click ArbiterPay logo to Login'. A form titled 'Please enter your ArbiterPay account information' is shown. It includes a dropdown menu for 'DL Davis High School' (highlighted with a red arrow and '6.'), an input field for 'ArbiterPay Username' containing 'arbiterschool' (highlighted with a red arrow and '5.'), a dropdown menu for 'ArbiterPay Account #' containing '1711444151', and an input field for 'ArbiterPay Security Key' (highlighted with a red arrow and '7.'). A green plus sign icon (highlighted with a red arrow and '8.') is located to the left of the form fields.

FUNDING YOUR ACCOUNT

- To upload funds electronically:
 1. Sign into your account on www.arbiterpay.com
 2. Select the “**Transfers Tab**” on the left
 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

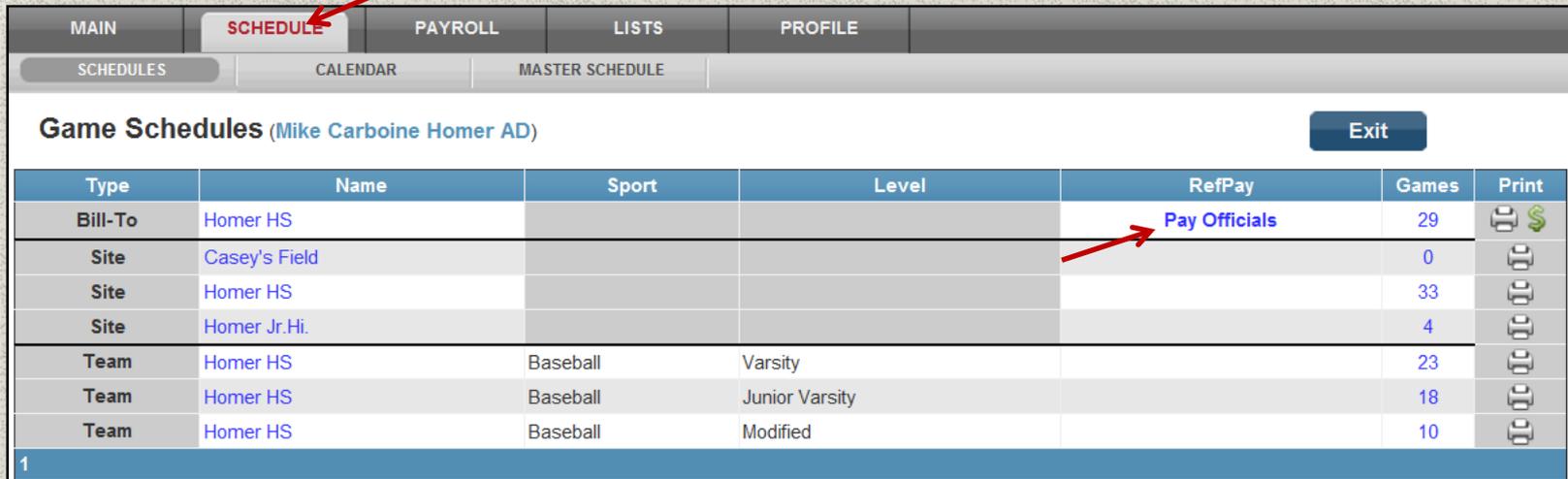
Fund Account	
Upload Funds into RefPay (EFT)	<input type="button" value="Enter"/>
Claim a Payment	<input type="button" value="Enter"/>

The screenshot shows the 'Transfers' section of the ArbiterPay website. On the left is a navigation menu with icons for 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 three sections: 'Debit from Bank Account', 'Credit to Account', and 'Transfer Details'. 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 is a routing slip diagram showing the routing number 102596359 with labels for Routing # (9 digit), Account #, and Check #, and a transit symbol 0101. The 'Credit to Account' section includes Account Number (1535501130) and Account Type (Assoc. Main) with an Available Balance of 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 are 'Continue' and 'Cancel' buttons.

Transfers	
Upload Funds into RefPay (EFT) Request	
Debit from Bank Account	
Select Account:	122568966
Account Type:	Checking
Routing Number:	102596359
Account Number:	122568966
Name on Account:	David L
Routing # (9 digit): 102596359 Account #: 122568966 Check #: 0101	
TRANSIT SYMBOL: 0101 ON US SYMBOL: 122568966	
Credit to Account	
Account Number:	1535501130
Account Type:	Assoc. Main
Available Balance:	0.00 USD
Transfer Details	
Amount to Transfer:	1200.00
Transfer Fee:	Processing Fee USD 0.00
Security Key: 1 2 3 4 5 6 7 8 9 0
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

PAYING OFFICIALS

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

*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 Payments (Your High School)

Pay (0) Paying Account: 1711444151 Security Key: TIN: co-ry@arbiterspo

Official	Game	Date/Time	Total	Actions
Evans, Spencer 1234569144	Basketball-B & Stuff, Varsity R	12/29/2016 5:00 PM	Total \$67.00	⚠️ Approve
Evans, Nate 1234569144	Basketball-B & Stuff, Varsity U1	12/29/2016 5:00 PM	Total \$60.00	Approve
Lawry, James 1234573263	Basketball-B & Stuff, Varsity R	1/19/2017 7:00 AM	Total \$61.00	Approve
Evans, Clark 2 1234573263	Basketball-B & Stuff, Varsity U1	1/19/2017 7:00 AM	Total \$50.00	Approve
Hilton, Paris 1234573263	Basketball-B & Stuff, Varsity U2	1/19/2017 7:00 AM	Total \$1.00	Approve
Ball, Preston PB 1234573263	Basketball-B & Stuff, Varsity Test	1/19/2017 7:00 AM	Total \$1.00	Approve
Ball, Preston 1234569226	Basketball-B & Stuff, Varsity R	3/21/2017 10:00 PM	Total \$30.00	Approve

Balance: \$334.44
Payment Total: \$0.00

Your ArbiterPay balance

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.

View payment history.
Send automated email
to officials with no
ArbiterPay account.

Main Schedule **Payroll** Lists Evaluations Profile Reports

ArbiterPay Statements Paysheets **Pay Officials**

All
Unpaid
Paid
No AP Account

Balance \$334.44
Payment Total \$0.00

Approve Payments (Your High School)

Pay (0) Paying Account: 1711444151 Security Key: TIN: co-ry@arbiterspo

<input type="checkbox"/>	Evans, Spencer 1234569144	Basketball-B & Stuff, Varsity R	12/29/2016 5:00 PM	Total	\$67.00		Approve	...
<input type="checkbox"/>	Evans, Nate 1234569144	Basketball-B & Stuff, Varsity U1	12/29/2016 5:00 PM	Total	\$60.00		Approve	...
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<input type="checkbox"/>	Ball, Preston PB 1234573263	Basketball-B & Stuff, Varsity Test	1/19/2017 7:00 AM	Total	\$1.00		Approve	...
<input type="checkbox"/>	Ball, Preston 1234569226	Basketball-B & Stuff, Varsity R	3/21/2017 10:00 PM	Total	\$30.00		Approve	...

1099 ISSUANCE

ArbiterPay will collect W-9's from every official, verify SSN, and issue all 1099's under ArbiterPay's Tax ID number.

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	\$1.60
\$75 - \$149.99	\$1.95
\$150 - \$249.99	\$2.35
\$250 - \$499.99	\$2.80
\$500 - \$999.99	\$3.35
\$1000-\$1499.99	\$3.90
\$1500-\$1999.99	\$4.40
\$2000-\$2499.99	\$5.05
\$2500+	\$5.80

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.
- **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!

Sales – **800.576.2799**

Email – **sales@arbitersports.com**