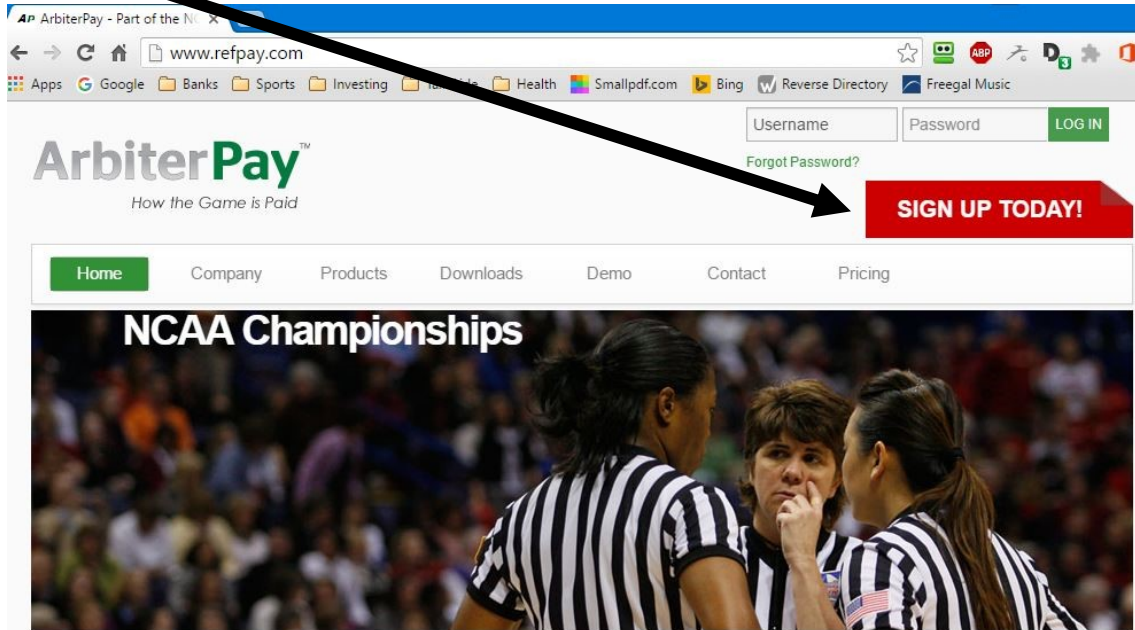


## Setting Up ArbiterPay (RefPay)

1. Signing Up – <http://www.refpay.com>



2. Step 1 – Creating your account : Select **Sports Official**

The screenshot shows the 'Register' page, 'Registration Form - Step 1 of 8'. The 'Type of User' dropdown menu is open, showing the following options:

- Sports Official
- Sports Official - Canadian
- Paying Administrator
- Paying Administrator - Canadian
- School - Municipality
- Auditor

At the bottom of the form, there is a note: '\* Indicates a Required Field' and two buttons: 'Next' and 'Cancel'.

3. Step 2 – Enter your personal information

**RECOMMEND USING THE SAME EMAIL ADDRESS YOU USE FOR ARBITERSPORTS**

**Registration Form - Step 2 of 8**

**User Information**

Title:

First Name(s): \*

Middle Name/Initial:

Last Name(s): \*

Company Name  
(Only if Company is Account Owner):

Date of Birth: \*  /  /   (mm/dd/yyyy)

Driver's License

SSN  TIN

SSN: \*  -  -  (Verified by IRS)

Federal TCC#:

Country of Residence:

Country of Citizenship:

E-mail Address: \*

Confirm E-mail Address: \*

Home Phone:


Office Phone:

Mobile Phone:

Fax:

Preferred Language:

\* Indicates a Required Field



4. Step 3 – Enter your address (which can be different than your mailing address)

**Registration Form - Step 3 of 8**

**Physical Address**

Address: \*

Address (2nd Line):

City: \*

Country: \*

State / Province / Region: \*

Zip / Postal Code: \*

\* Indicates a Required Field

5. Step 4 – Enter your mailing address **OR** select “Same as Physical Address”

Registration Form - Step 4 of 8

### Mailing Address

Same As Physical Address

Name: \*

Address: \*

Address (2nd Line):

City: \*

Country: \*

State / Province / Region: \*

Zip / Postal Code: \*

\* Indicates a Required Field

Back Next Cancel

6. Step 5 – Enter your bank account information **IF** you want to have your funds deposited there. **IF NOT**, you can get a Debit Card issued for the account (there is a one-time setup fee of \$4.95 with a \$0.50 fee per transaction) or have them send you a check (which costs \$8.00 each time).

Registration Form - Step 5 of 8

### Bank Account Information

Bank account information is not required to create an ArbiterPay account. However, bank account information allows the user to receive payments by direct deposit and/or fund their ArbiterPay account. Users will only be able to receive payments via Check or ArbiterPay debit card if bank account information is not provided.

Bank Name:  ?

Address:

City:

State:

Routing Number:  ? [Look it up](#)

Re-enter Routing Number:

Account Number:

Account Type:

Name on Account:  ?

Routing # (9 digits)    Account #    Check #

1:00 1 2 3 4 5 6 ? : 9 8 ? 6 5 4 3 2 1 \* 0 1 0 1

TRANSIT SYMBOL    ON US SYMBOL


### Preferences

Would you like to have your funds automatically transferred to your bank account when they become available?  Yes  No

Back Next Cancel

Answering **YES**, means you authorize them to charge you \$1.50 each time money is transferred

7. Step 6 – Use the drop down to select your security question and then type in your answer.

 Register

Registration Form - Step 6 of 8

Security Question

Question: \*

Answer: \*

\* Indicates a Required Field

8. Step 7 – Create your Username, Password, and Security PIN

**HINT:** Recommend using same Username as you use with ArbitrSports (password can be different, if you want).

**REMEMBER YOUR USERNAME CAN NOT BE CHANGED**

Check “**No**” if you don’t want a debit card issued.

Check “**Yes**” to automatically link your ArbitrPay account with your ArbitrSports account

Registration Form - Step 7 of 8

Preferences

Username \*:  (E-mail address recommended)

Password \*:

Confirm Password \*:

Security Key/PIN(Must be 4 Digits): \*  (4 Digits – Numeric Only e.g. 5555)

Would you like to order a ArbitrPay debit card? \*  Yes  No

Do you receive game assignments through ArbitrSports? \*  Yes  No

ArbitrSports Account Details

Entering this information will automatically link your ArbitrSports and ArbitrPay accounts together.

ArbitrSports Email:  (Used to access ArbitrSports)

ArbitrSports Password:  (Used to access ArbitrSports)

\* Indicates a Required Field

9. Step 8 – Complete submission

Registration Form - Step 8 of 8

Terms & Conditions

I Agree to these Terms & Conditions \* [View](#)

\* Indicates a Required Field