

Officials Support Center

RefPay

Monday, January 23, 2012

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Create a RefPay account

1. Go to RefPay.com and click Sign Up.
2. Select Sports Official and click Next.
3. Follow the instructions until registration is complete.



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Sign into RefPay

1. Go to RefPay.com, enter your username and password and click Go.
2. Answer the security question, select Public or Private and click Submit.

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Link RefPay to ArbiterSports

1. Go to ArbiterSports.com and sign in.
2. Click Switch Views > Official.
3. Click Payments > RefPay.
4. Enter your RefPay username and click .
5. Check all boxes in the group section.
6. Enter your 4 digit RefPay security key and click .

If you can see a balance you have successfully linked your accounts.

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View your balance on RefPay

1. Go to RefPay.com and sign into your account.
2. Click Accounts.

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View your balance on ArbiterSports

1. Go to ArbiterSports.com and sign in.
2. Click Switch Views > Official.
3. Click Payments > RefPay.

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Transfer funds to a bank account

Free, receive funds within 2 business days

1. Go to RefPay.com and sign in.
2. Click Transfers.
3. Click Enter to the right of *Send Funds to Bank Account (EFT)*.
4. Verify that your bank information is correct. (To add bank information click My Profile > Bank Accounts > Add)
5. Enter the amount you'd like to transfer (do not use \$), your 4 digit RefPay security key and click Continue.
6. Verify that the transfer information is correct and click Submit.

A \$5 fee will be applied if your funds bounce back due to incorrect bank information.

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Transfer funds to a RefPay debit card

Free, receive funds within 24 hours, requires RefPay debit card

1. Go to RefPay.com and sign in.
2. Click Transfers.
3. Click Enter to the right of *Send Funds To RefPay Debit Card*.
4. Enter the amount you'd like to transfer (do not use \$), your 4 digit RefPay security key and click Continue.
5. Verify that the transfer information is correct and click Submit.

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Request a check

\$5, receive funds within 5 - 10 business days

1. Go to RefPay.com and sign in.
2. Click Transfers.
3. Click Enter to the right of *Send Funds By Check*.
4. Verify that your personal information is correct.
5. Enter the amount you'd like to transfer (do not use \$), your 4 digit RefPay security key and click Continue.
6. Verify that the transfer information is correct and click Submit.

A \$10 fee will be applied if you need to cancel a check due to incorrect information.

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View payment and transaction history

1. Go to RefPay.com and sign in.
2. Click Reports.
3. Click Enter to the right of *All accounts - Executed transactions*.
4. Enter a date range and click Generate.

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