

*ArbiterSports*TM

*ArbiterPay*TM

The Hassle Free Way to
Pay Your Officials

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

Arbiter**One**TM

Arbiter**Works**TM

Arbiter**Game**TM

Arbiter**Pay**TM

ArbiterSports History

1984	Reid Evans, software developer, is hired by the UHSAA to build a computer-based assigning system called "Arbiter", which is what the UHSAA called it's assignors.
1995	While still written in DOS, Arbiter undergoes a substantial overhaul and users are able to use a mouse for the first time.
1999	Arbiter for Windows is released for Arbiter's 700 clients
2003	TheArbiter.Net, an online version of ArbiterSports, is released
2008	The Arbiter and RefPay is aquired by the NCAA and is branded ArbiterSports.
2013	Jeff Triplette is hired as the CEO of ArbiterSports.

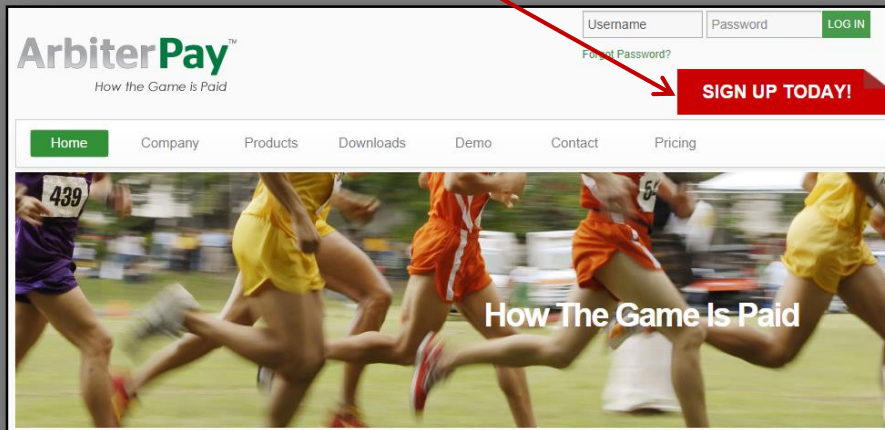
ArbiterPay™

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

Type of User: *

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

* Indicates a Required Field

Next 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!

ArbiterPay™

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
- 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 right, there are links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this is a navigation bar with tabs: MAIN, SCHEDULE, PAYROLL (highlighted with a red arrow and '3.'), LISTS, EVALUATIONS, and PROFILE. Underneath the navigation bar are sub-tabs: ARBITERPAY (highlighted with a red arrow and '4.'), STATEMENTS, and PAY SHEETS. The main content area features the ArbiterPay logo and the RefPay logo. A blue bar contains the text 'Please enter your ArbiterPay account information'. Below this, there is a form with the following fields: 'DL Demo High School' (with a red arrow and '6.' pointing to a green plus sign icon), 'ArbiterPay Username' (with a red arrow and '5.' pointing to the input field containing 'arbiterschool'), 'ArbiterPay Account #' (with a dropdown menu showing '1711444151'), and 'ArbiterPay Security Key' (with a red arrow and '7.' pointing to the input field). At the bottom left of the form, there is a save button (with a red arrow and '8.' pointing to it) and a red 'X' icon.

ArbiterPay™

FUNDING YOUR ACCOUNT

- In order to pay officials through ArbiterPay you must first pre fund your account
- There are two options for funding your ArbiterPay account:
 1. Send a check
 2. Request a transfer from your bank electronically
- Any excess funds in your ArbiterPay account, can be transferred back to you at your leisure
- There is no charge to fund your ArbiterPay account
- To fund your ArbiterPay Trust account by check, please send the check to:

ArbiterPay Trust Account
C/O {your ArbiterPay acct #}
200 East South Temple Suite 210
Salt Lake City, UT, 84111
- Funds sent via check will be available 1-2 business days after the check is received
- When funding the account electronically, the funds will be available **3.5 business days** after the request is submitted

FUNDING YOUR ACCOUNT -CONT.

- 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 RefPay (EFT)**”

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

4. Double check the banking information, enter the amount to upload, type in your 4 digit security key, and click continue

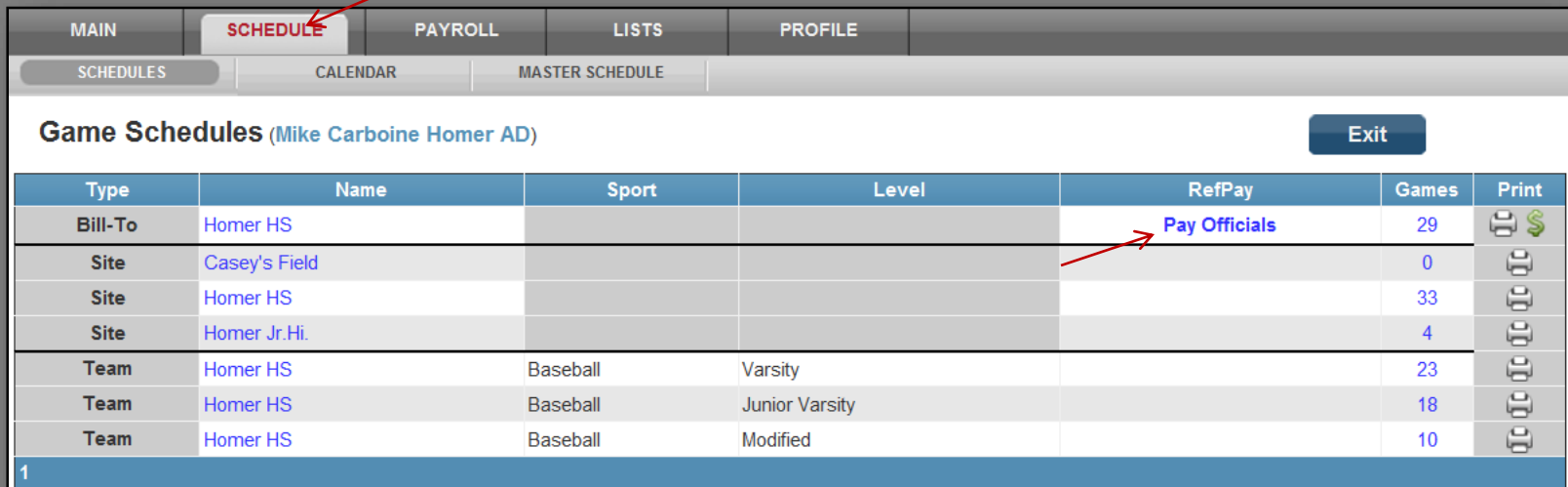
- Note: Sporting Official accounts are not able to upload funds









The screenshot shows the 'Transfers' section of the ArbiterPay website. The left sidebar contains navigation links: Accounts, Support, Transfers (highlighted), News, Reports, My Profile, and Logout. The main content area is titled 'Transfers' and contains a section for 'Upload Funds into RefPay (EFT) Request'. This section is divided into two parts: 'Debit from Bank Account' and 'Credit to Account'. 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 fields is a diagram of a routing and account number: 102596359122568966. The diagram labels the first 9 digits as the 'Routing # (9 digit)' and the last 8 digits as the 'Account #'. The first 4 digits of the routing number are labeled 'TRANSIT SYMBOL' and the last 5 digits are labeled 'ON US SYMBOL'. The 'Credit to Account' section includes fields for 'Account Number' (1535501130) and 'Account Type' (Assoc. Main) with an 'Available Balance' of 0.00 USD. Below this is the 'Transfer Details' section, which includes fields for 'Amount to Transfer' (1200.00), 'Transfer Fee' (Processing Fee USD 0.00), and 'Security Key' (four dots). A note states '* Use only decimal point separator'. At the bottom right of the form are 'Continue' and 'Cancel' buttons.

ArbiterPay™

PAYING OFFICIALS

- Once your ArbiterPay and ArbiterSports accounts have been linked and you have funded your ArbiterPay Trust 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

ArbiterPay™

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 Payment (Homer HS)

Processing a transaction can take several minutes. Please click only once on the Approve button

Show All

RefPay Account

RefPay Account: 1711444151 \$120.00

RefPay Security Key: ●●●●

Official Games

Approve	Official	Game	Date & Time	Sport & Level	Site	position	Game Fee	Travel	Per Diem	Total	Message
<input checked="" type="checkbox"/>	Abbot, Bruce	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Base	65.00	7.31	0.00	72.31	
<input checked="" type="checkbox"/>	Shanks, Geoff	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Plate	65.00	0.00	0.00	65.00	
										Total: 137.31 Balance: -17.31	Calculate

1

**Your
ArbiterPay
balance**

ArbiterPay™

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.

Click the Show All box to view a list of all past assignments, including those that have already been paid. This is helpful in answering questions from officials regarding when, or if, they have been paid.

MAIN | **SCHEDULE** | PAYROLL | LISTS | PROFILE

SCHEDULES | CALENDAR | MASTER SCHEDULE

Options

Show All

Approve Payment (Homer HS) Approve Exit

Processing a transaction can take several minutes. Please click only once on the Approve button

RefPay Account

RefPay Account: \$120.00

RefPay Security Key:

Official Games

Approve	Official	Game	Date & Time	Sport & Level	Site	position	Game Fee	Travel	Per Diem	Total	Message
<input type="checkbox"/>	Abbot, Bruce	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Base	<input type="text" value="65.00"/>	<input type="text" value="7.31"/>	<input type="text" value="0.00"/>	72.31	
<input type="checkbox"/>	Shanks, Geoff	6215	5/22/2010 11:00 AM	Baseball, Varsity	Homer HS	Plate	<input type="text" value="65.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	65.00	
<input checked="" type="checkbox"/>	Collier, Tyler	5827	6/1/2010 4:30 PM	Baseball, Modified	Homer HS	Plate	48.00	10.00	0.00	58.00	6/17/2010 Transaction Successful
<input checked="" type="checkbox"/>	Walters, Graham	5827	6/1/2010 4:30 PM	Baseball, Modified	Homer HS	Base	48.00	0.00	0.00	48.00	6/17/2010 Transaction Successful
										Total: 0.00 Balance: 120.00	Calculate

1

ArbiterPayTM

PRICING

A transaction fee is assessed each time a game assignment is paid. The transaction fee is \$1.75 for each official paid.

If multiple games are played at the same school on the same day then the payments are combined and there is only one transaction fee for each official that works there.

ArbiterPayTM

1099 ISSUANCE


1. With the \$1.75 transaction fee, you turn over all 1099 reporting duties for fees paid through ArbiterPay, to ArbiterPay. All amounts paid will be reported under ArbiterPay's Tax Identification Number.
2. A report can be generated at the end of the year for all fees paid through ArbiterPay. This includes all personal information stored in ArbiterPay for the recipients, including SSNs, to facilitate the creation of 1099s.

ArbiterPay™

SIGNING UP FOR ARBITERPAY'S 1099 SERVICE

- To opt in as you sign up

1. During the online registration on Step 7 of 8
Simply check the option “Under ArbiterPay’s TIN” and continue through step 8 of 8.

 **Register**

Registration Form - Step 7 of 8

Preferences

Username *: (E-mail address recommended)

Password *:

Confirm Password *:

Security Key: * (4 Digits – Numeric Only e.g. 5555)

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

Do you receive games assignments through ArbiterSports? * Yes No

1099s are issued: * Under my own TIN Under RefPay's TIN

ArbiterSports Account Details

Entering this information will automatically link your ArbiterSports and RefPay accounts together.

ArbiterSports Email: (Used to access ArbiterSports)

ArbiterSports Password: (Used to access ArbiterSports)

* Indicates a Required Field

ArbiterPay™

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. Best of all, ArbiterPay is majority owned by the NCAA, a company you can rely on.
- **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.

ArbiterPay™

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.

A black and white photograph of an ice hockey game. In the center, a player in a dark jersey with the number 3 is skating towards the goal. Another player in a light-colored jersey is on the ice in front of him. A goal net is visible on the right side of the frame. The background shows other players and spectators.

For any other questions you might have
with **ArbiterPay**[™] feel free to contact
me.

Call Justin Miller at 801-838-8870
or email me at
justin.miller@arbitersports.com

Thank you for your time today!