



## How to Register and use RefPay as a Sports Official

1. Go to [www.RefPay.com](http://www.RefPay.com)
2. Select "Sign Up Today!"

**SIGN UP TODAY!**

3. Select "Sports Official" registration

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 the remaining 7 steps

Register

Registration Form - Step 2 of 8

User Information

Title: Select One

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)

## 5. Link your RefPay Account with ArbiterSports on step # 7:

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

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

Back Next Cancel

## 6. Please verify your RefPay account is linked by logging into your ArbiterSports account. Under “Payments>RefPay”, if linked, you will see your RefPay account number and the current balance:

RefPay Username

	RefPay Account #	Group
 	1023613722 Balance: \$0.00	ABT
 	1023613722 Balance: \$0.00	100252

If no information is showing, you will need to link them manually:

- Enter your RefPay Username,
- Select the green plus sign
- Check all group numbers
- Enter your 4 digit RefPay security key
- Then click the blue save disk when finished

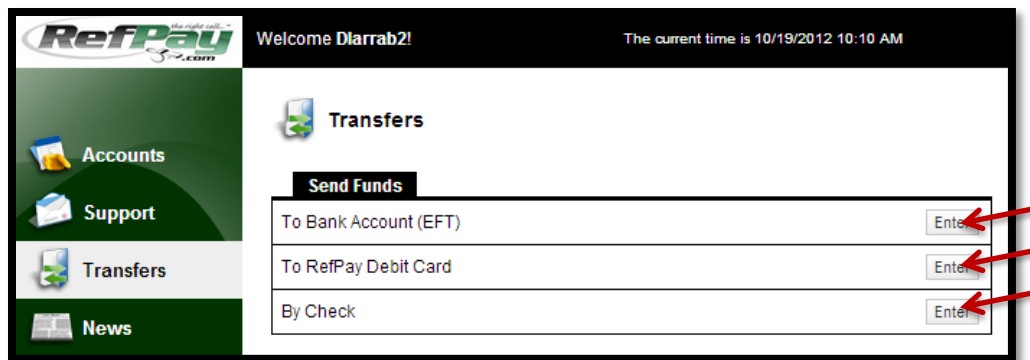
## Transferring Funds

Once your school, league, or association has submitted funds into your RefPay account you have a few different options to retrieve the money from your RefPay Trust Account:

- EFT to your Bank Account **FREE\***
- RefPay Debit Card **FREE**
- By Check **\$5.00**

\*For funds sent automatically via “Auto-Sweep” to your bank account (without you signing in) will result in \$1.50 per transaction – by default this option is disabled.

1. Simply go to [www.RefPay.com](http://www.RefPay.com)
2. Sign into your account
3. Select “TRANSFERS”



4. Choose your method of transfer (To Bank Account, etc...)
5. Fill out the form
6. Submit

If you have any questions or concerns regarding any of the steps above, do not hesitate to reach out to our support line or email.

Support Line: **801.702.8029**

Email: **Support@RefPay.com**