

More information can be found at www.refpay.com or by clicking the RefPay Quick Start Guide logo on this page. **Set Up Arbiter Pay**

- Start at refpay.com
- Click the “Sign Up Today” button at the top left of the page:




- On the next screen, choose the “Pay Administrator” Type of user and choose

A screenshot of a web registration form. At the top left, there is a "Register" button. Below it, a dark grey bar says "Registration Form - Step 1 of 8". The main form area is titled "Type of User" and contains a label "Type of User: *" followed by a list of radio button options: "Sports Official", "Sports Official - Canadian", "Paying Administrator" (which is selected and circled in red), "Paying Administrator - Canadian", "School - Municipality", and "Auditor". At the bottom left of the form, there is a note: "* Indicates a Required Field". At the bottom right, there is a "Next" button, which is also circled in red.

Next:

- Populate your club’s information and choose Next and continue to follow on screen instructions for steps 2

 Register

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:

TIN: * - (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

thru :

 Register

Registration Form - Step 3 of 8

Physical Address

Address: *

Address (2nd Line):

City: *

Country: *

State / Province / Region: *

Zip / Postal Code: *

* Indicates a Required Field

...etc thru step 8:

- Next, you will receive an email to confirm that you have signed up and there will be a 1-3-day waiting period for Bank Verification.

Connect an ArbiterPay account to the ArbiterOne scheduling Group After ArbiterPay has processed your new account request, you will receive a confirmation email that looks like the following:

Your ArbiterPay registration has been processed and accepted. Please use the following details to log in to your account:

Username: [REDACTED]

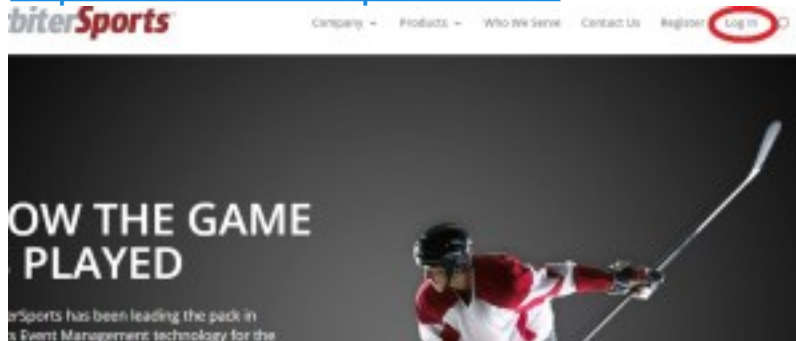
Check your messages under the support tab once inside the ArbiterPay system to be reminded of your security key one time. Please remember it as you'll need it to transfer funds from your ArbiterPay account.

Thank you,

ArbiterPay Support Team

Once you receive this email, you are ready to tie your ArbiterPay account to your ArbiterSports account.

- Goto <http://www.arbitersports.com/> and



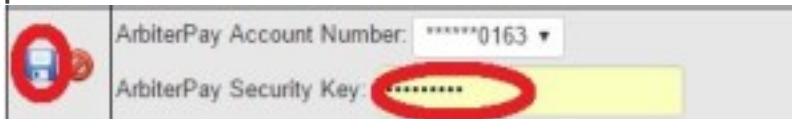
login

- Navigate to the Payroll tab. The following screen will appear. Type in your ArbiterPay username in the space provided and



press enter.

- Arbiter will auto populate your ArbiterPay account information and ask you to confirm your PIN. Once entered, press the Save icon.



- That's it! YOU'RE SETUP!

If you have trouble or questions, please contact [Adam Curtis](#).

