

The first step to paying officials is to “upload” funds to your ArbiterPay account. Essentially, before you can pay from your ArbiterPay account, you must fund the account. **There is a 1 to 3-day processing period to fund your account while your bank account is verified.** As a result of this, many paying administrators will fund their account 1ce a season or 1ce a month. To fund your ArbiterPay account:

Upload Funds to ArbiterPay

- Start at refpay.com and login using your ArbiterPay credentials.
- After you are logged in, select the Transfers section from the



left pane:

- Once there, look to the bottom section of the main page and you will see the “Fund Account” section. Click the Enter button next to “Upload Funds into ArbiterPay (EFT)”:

Fund Account

Upload Funds into ArbiterPay (EFT)

Claim a Payment

Then confirm:



You are about to request to have funds pulled from your Bank account and credited to your ArbiterPay account. Do you want to Proceed?

Yes No

- On the next screen, you will be asked to verify your banking information at the top. Then at the bottom of the page, you will be asked to enter the amount to be uploaded to your ArbiterPay account and enter your Security PIN:

Transfer Details

Amount to Transfer: * Use only decimal point separator

Transfer Fee:

Security Key/PIN (Must be 10 Digits): 2 3 4 5 6 7 8 9 0

Then confirm:

Notice

Please verify that your routing and account numbers are correct. Any transaction returned through the ACH banking network because of incorrect routing or account numbers will be subject to an ACH return fee.

- After confirmation, a funding time table is presented so you can see when the funds will be available:

Upload Funds Transaction Schedule

| Request Day | Request Time | Posts On Or Before |
|-------------|--------------------|-----------------------|
| Monday | Before 3:00 PM EST | Thursday 2:00 PM EST |
| | After 3:00 PM EST | Friday 2:00 PM EST |
| Tuesday | Before 3:00 PM EST | Friday 2:00 PM EST |
| | After 3:00 PM EST | Monday 2:00 PM EST |
| Wednesday | Before 3:00 PM EST | Monday 2:00 PM EST |
| | After 3:00 PM EST | Tuesday 2:00 PM EST |
| Thursday | Before 3:00 PM EST | Tuesday 2:00 PM EST |
| | After 3:00 PM EST | Wednesday 2:00 PM EST |
| Friday | Before 3:00 PM EST | Wednesday 2:00 PM EST |
| | After 3:00 PM EST | Thursday 2:00 PM EST |
| Saturday | Before 3:00 PM EST | Thursday 2:00 PM EST |
| | After 3:00 PM EST | Friday 2:00 PM EST |
| Sunday | Before 3:00 PM EST | Thursday 2:00 PM EST |
| | After 3:00 PM EST | Friday 2:00 PM EST |

- Early release of funds can only be approved by the AuthorPay— administrator OAC and users will be assessed an early release fee of 0.5%.
- Any transactions returned because of incorrect routing number or account number will be assessed an ACH return fee.
- Any transactions returned because of non-sufficient funds will be assessed an NSF return fee.
- Maximum upload amount is \$400,000 per transaction.