

# REFPAY WALKTHROUGH

AIA SPORTING OFFICIAL

# SIGNING UP

- Follow these steps to sign up as an Official
- 1. Go to - [www.refpay.com](http://www.refpay.com)
- 2. Select "Sign Up!"

The screenshot shows the RefPay website homepage. At the top, there is a navigation menu with links for HOME, COMPANY, PRODUCTS, TESTIMONIALS, DEMO, and CONTACT. Below the menu, there is a section titled "How RefPay Works for" with sub-sections for Sports Officials, Schools, Associations, Municipalities, and Paymasters. The main content area features a large quote: "Paying Officials is now fast, easy, and secure." Below this quote are three columns of text describing the service for Sports Officials, Paying Administrators, and Official Associations. A prominent "Sign Up!" button is located in the center of the page, with a red arrow pointing to it from the text in the adjacent image. To the right of the main content is a vertical banner for "The RefPay Payment Network" featuring a photo of a sports official. At the bottom of the page, there are logos for McAfee SECURE, TRUSTe, and GeoTrust, along with a copyright notice: "Copyright © 2005-2010 RefPay.com".

## 3. Select Sporting Official

The screenshot shows the "Registration Form - Step 1 of 8". At the top, there is a "User Login" section with fields for "Username" and "Password", and a "GO" button. Below this, there is a "Sign Up" link and a link to "Forgot Your Username/Password?". The main section is titled "Type of User" and contains a "Type of User: \*" label. There are four radio button options: "Sports Official" (selected), "Paying Administrator", "School - Municipality", and "Auditor". At the bottom of the form, there is a legend: "\* Indicates a Required Field", and two buttons: "Next" and "Cancel".

- 4. Fill out Registration Form
- 5. Wait for a confirmation email stating your account has been established
- 6. All accounts are established within 24 hours

# LINKING ACCOUNTS

As an Arizona Interscholastic Association (AIA) official you will need to “link” your RefPay and AIA accounts together in order to receive payment. To link your accounts:

1. Go to [aiaonline.org](http://aiaonline.org)
2. Login
3. Click the RefPay link
4. Type in RefPay Username
5. Select a RefPay account #
6. Type 4 digit Security Key
7. Click Link Account when finished

ARIZONA INTERSCHOLASTIC ASSOCIATION ONLINE

[Home](#) | [Profile](#) | [Games](#) | [Sports](#) | [Roster](#) | [Availability](#) | [RefPay](#) | [Logout](#)

You are logged in as: Mike Black

**RefPay Accounts**

RefPay Username

Get Account Numbers

**RefPay Accounts**

Please select which account you would like to link to

RefPay Username: mike@hotmail.com

RefPay Account Numbers:  
 1635117380  
 1334140136

RefPay Security Key: \*\*\*\*

Link Account

Enter a different RefPay Username

**RefPay Accounts**

**RefPay account linking successful**

RefPay Username	mike@hotmail.com
RefPay Account Number	1635117380
RefPay Account Balance	3,711.76

Unlink Account

# TRANSFERRING FUNDS

- ⦿ Once the AIA deposits funds\* into your RefPay account you have three different options for receiving payment
    1. By Check
    2. Direct Deposit (EFT) to Bank Acct.
    3. To RefPay Debit Card
  - ⦿ Requesting a physical check to be sent is \$3 per check. Takes 5-7 business days
  - ⦿ As an official you can make transfers directly to your bank from RefPay for FREE
  - ⦿ If you apply for a RefPay Debit Card you can transfer funds directly onto the card for FREE
  - ⦿ Instructions and application for a RefPay Debit Card are found at:  
<http://www.refpay.com/forms.html>
- \*FUNDS 'POOL' IN YOUR REFPAY ACCOUNT UNTIL YOU TRIGGER PAYMENT or SET AUTOSWEEP ON YOUR REFPAY ACCOUNT

# TRANSFERRING FUNDS – CONT

1. Sign into your RefPay account
2. Select the Transfers tab
3. Under the Send Funds section choose Check, Bank Account or RefPay Debit Card
4. Fill out the transfer request form, Double check the information and submit

The screenshot shows the 'Transfers' page with a sidebar on the left containing 'Accounts', 'Support', 'Transfers', 'News', 'Reports', 'My Profile', and 'Logout'. The 'Transfers' tab is selected. The main content area has a 'Send Funds' section with three options: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check', each with an 'Enter' button. Below this is a 'Transfer Funds' section with four options: 'Between My RefPay Accounts', 'Pay Officials, Personnel & Other RefPay Users (Individual)', 'Pay Officials, Personnel & Other RefPay Users (Mass)', and 'Pay Officials From Non-RefPay Account (EFT)', each with an 'Enter' button. A red arrow points from step 2 to the 'Transfers' tab in the sidebar.

The screenshot shows the 'Send Funds by Check Request' form. The 'Debit from Account' section shows 'Account Number: 1290401832' and 'Account Type: RefPay Free Account Available Balance: 0.00 USD'. The 'Check Beneficiary' section includes fields for 'Beneficiary Name: David Larrabee', 'Address: 126 W Segó Lily Dr', 'City: Sandy', 'State / Province / Region: UT', 'Zip / Postal Code: 84070', and 'Country: United States'. The 'Transfer Details' section includes 'Amount to Transfer', 'Transfer Fee: Processing Fee USD 3.00', and a 'Security Key' field with a numeric keypad. A red arrow points from step 3 to the 'Send Funds by Check Request' section.

# AUTO SWEEP TRANSFERS

Officials who want the convenience of not logging in to RefPay to request payments, can turn on a feature called Auto Sweep

Under the My Profile tab, select My Preferences, and click modify, Two choices exist on how to set up Auto Sweep:

1. Have the funds sweep when your balance reaches a certain amount
2. Have the balance sweep once a month on the date of your choice

Once you have selected when to have the funds sweep; select the payment method of your choice and click save

- ⦿ Auto Sweep costs \$1.50 per sweep or Officials can sign up for Unlimited Auto Sweep for \$9.95 pr year
- ⦿ Either options triggers funds to be moved **WITHOUT YOU SIGNING IN**

The screenshot shows the 'My Profile' page with a green sidebar containing links for Accounts, Support, Transfers, News, Reports, My Profile, and Logout. The main content area is titled 'My Profile' and has tabs for User Information, Physical Address, Mailing Address, Bank Accounts, Profile Settings, and My Preferences. The 'My Preferences' section is expanded, showing 'E-mail Notifications' with 'Transfer From Other User' set to 'No'. Below that is the 'Automatic Transfer' section, which is currently active. It has a 'When Balance Reaches Amount in USD' field set to 150, an 'On Date' dropdown set to 15, and a 'Payment Method' dropdown set to EFT. A 'RefPay Direct' dropdown is also visible, with 'EFT' selected. At the bottom, there is a 'Security Key' field and 'Save' and 'Cancel' buttons.

# OFFICIAL ACCOUNT OPTIONS

## Officials FREE Account

## Officials Auto-Sweep Unlimited Account - \$9.95 annual fee

Officials FREE Account	
RefPay Game Fee Deposit	FREE
Monthly Acct Fee	FREE
RefPay Acct to Bank Acct (Unlimited)	FREE
RefPay Acct to RefPay Debit Card	FREE
RefPay to RefPay Acct (Same Owner)	FREE
E-mail Payment Notification	FREE
E-mail Customer Support	FREE
Internal Messaging Support	FREE
Real Time Account Statements	FREE
Live Support Call (per min)	\$1.00
Auto Sweep – RefPay Acct to Bank Acct	\$1.50
Issue a Written Check	\$3.00
ACH Return Fee	\$5.00
Monthly Inactivity Fee (After 13 months of no activity & existing balance)	\$5.00

Officials Auto-Sweep Unlimited Account	
RefPay Game Fee Deposit	FREE
Monthly Account Fee	FREE
RefPay Acct to Bank Acct (Unlimited)	FREE
RefPay Acct to RefPay Debit Card	FREE
RefPay to RefPay Acct (Same Owner)	FREE
E-mail Payment Notification	FREE
E-mail Customer Support	FREE
Internal Messaging Support	FREE
Real Time Account Statements	FREE
Live Support Call (per min)	FREE
Auto Sweep – RefPay Acct to bank Acct (unlimited)	FREE
Issue a written check	\$3.00
ACH Return Fee	\$5.00
Monthly Inactivity Fee (After 13 months of no activity & existing balance)	\$5.00

END