

AIA Policies and Procedures Manual



RefPay (Officials Payment Solution)

RefPay is the officials' payment solution utilized by the AIA to pay all AIA assigned officials for regular season and post season events.

RefPay is a fully integrated electronic payment and reporting tool that significantly reduces the time and effort required to pay officials.

Member schools' officials' payments are paid through the AIA-RefPay account as a benefit of membership. Each school sufficiently funds the RefPay activity attributed to their home events.

- To initiate AIA RefPay for your school – issue a check payable to the AIA.
- All deposits must be processed through the AIA. Please *do not* send checks directly to RefPay or the bank as the school does not have a contract or an account with RefPay or the bank. The contract/account is between the AIA and RefPay.
- Member schools are to maintain sufficient payments to the AIA to fulfill that school's liabilities.
- A Purchase Order is a request for an invoice and will not fulfill the AIA-RefPay activity as it relates to the school.
- Purchase Orders and Invoice requests should be submitted via e-mail to ddoser@aiaonline.org or mferrell@aiaonline.org. An invoice will be sent via return e-mail.
- The online access through the AIA-RefPay portal is for *viewing and printing purposes only* ("read only") of the member school's activity as it relates to the AIA RefPay payments.
- No transactions can be generated by the school.
- The official's payment is approved through the "AIA Game Screen" when the score is updated and officials are marked 'attended' through the AIA administrative website by the member school.
- All member school contact regarding RefPay must be done through the AIA – as the school does not have a contract or an account with RefPay.
- Member schools are responsible for acquiring payment data/reports for their respective RefPay activity by accessing RefPay.com. Log-in and reporting sequence instructions are on the website.
- No security questions or profile items can be changed by member schools. All are unique to AIA's account with RefPay.
- Any requests for password changes must be done through the AIA; e-mail requests to ddoser@aiaonline.org.

The AIA Tax ID number is the only TIN that is associated with RefPay. Member schools/districts will not be issuing checks to AIA assigned officials nor will they be issuing year end Form 1099s to Officials. Officials' payments and 1099s are issued through the AIA/RefPay relationship.