

## 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](mailto:ddoser@aiaonline.org) or [mferrell@aiaonline.org](mailto: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](mailto: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.