REFPAY WALKTHROUGH

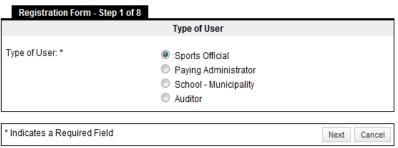
AIA SPORTING OFFICIAL

SIGNING UP

- Follow these steps to sign up as an Official
- 1. Go to www.refpay.com
- 2. Select "Sign Up!"



3. Select Sporting Official



- 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

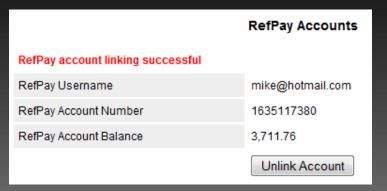
LINKING ACCOUNTS

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 <u>aiaonline.org</u>
- 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







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

*FUNDS 'POOL' IN YOUR REFPAY ACCOUNT UNTIL YOU TRIGGER PAYMENT or SET AUTOSWEEP ON YOUR REFPAY ACCOUNT

- 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:

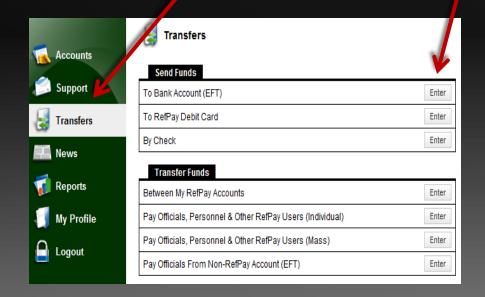
http://www.refpay.com/forms.html

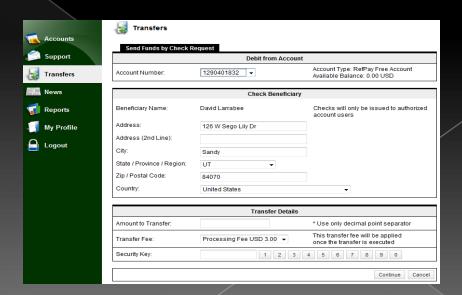
TRANSFERRING FUNDS — CONT

Requesting a transfer to your Bank Account, RefPay Debit Card, or by Check is fast and easy

- Sign into your RefPay account
- 2. Select the Transfers tab

- Under the Send Funds section choose Check, Bank Account or RefPay Debit Card
- Fill out the transfer request form, Double check the information and submit





AUTO SWEEP TRANSFERS

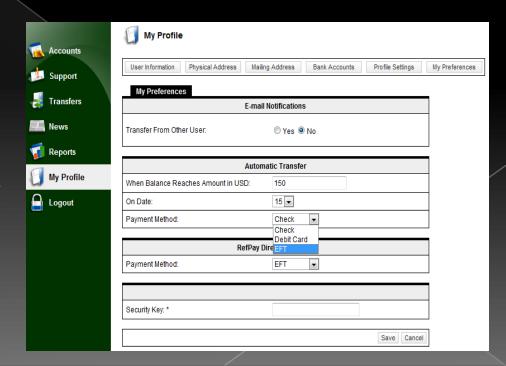
Officials who want the convenience of not logging in to RefPay to request payments, can turn on a feature called Auto Sweep

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

- Have the funds sweep when your balance reaches a certain amount
- 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



OFFICIAL ACCOUNT OPTIONS

Officials FREE Account

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 **FRFF** RefPay to RefPay Acct (Same Owner) **FRFF** E-mail Payment Notification **FRFF** 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 \$5.00 Monthly Inactivity Fee (After 13 months of no activity & existing balance)

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

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