

# Create your Refpay account

1. Navigate to [www.refpay.com](http://www.refpay.com) and click Sign Up

The screenshot shows the RefPay website homepage. The browser's address bar at the top left contains the URL [www.refpay.com](http://www.refpay.com), which is circled in red. In the top right corner, there is a 'SIGN IN' section with fields for 'Username' and 'Password', and a 'GO' button. Below these fields, the text 'Sign Up' is circled in red, and a link for 'Forgot Your Username/Password?' is visible. A prominent red banner with the text 'SIGN UP TODAY!' is located below the sign-in area. The main navigation menu includes links for HOME, COMPANY, PRODUCTS, DOWNLOADS, DEMO, CONTACT, and PRICING. The central banner features the NCAA logo on the left and the text 'PART OF THE NCAA SPECTRUM' on the right, with a sub-headline: 'RefPay and ArbiterSports provide your complete referee and official management solution' and a 'LEARN MORE' button. Below the banner, there are six green boxes representing different user groups: 'Sports Officials' (Refs, Umps, Judges), 'Schools' (Prep, Collegiate), 'Associations' (Referee Organizations), 'Municipalities' (Cities & Governments), and 'Paymasters' (Administrators). A quote reads: '"Paying Officials is now fast, easy, and secure."' Below this, three columns describe the service for 'Sports Officials', 'Paying Administrators', and 'Official Associations'. In the bottom right corner, there are security logos for McAfee SECURE (TESTED DAILY 08-OCT) and TRUSTe.

2. Choose Sports Official and click Next

The screenshot shows a web browser window with the URL <https://www.refpay.com/system/register1.php>. The page title is "Register" and it is identified as "Registration Form - Step 1 of 8". The current time is 10/08/2012 11:04 AM. The main content area contains a form with the following elements:

- Type of User:** A required field with four radio button options:
  - Sports Official
  - Paying Administrator
  - School - Municipality
  - Auditor
- Navigation:** A "Next" button and a "Cancel" button, both circled in red.
- Legend:** A note stating "\* Indicates a Required Field".

At the bottom of the page, there is a "Privacy" link on the left and "Powered by NexorPay®" on the right.

3. Enter personal information and click Next. Use the same email address as your Arbiter account.

The screenshot shows a web browser window with the URL <https://www.refpay.com/system/register2.php>. The page title is "Register" and it is labeled "Registration Form - Step 2 of 8". The current time is 10/08/2012 11:06 AM. The form is titled "User Information" and contains the following fields:

- Title: Select One (dropdown)
- First Name(s): \*
- Middle Name/Initial:
- Last Name(s): \*
- Company Name (Only if Company is Account Owner):
- Date of Birth: \* (mm/dd/yyyy)
- Driver's License (dropdown):
- SSN or TIN (radio buttons)
- SSN: \* (Verified by IRS)
- Federal TCC#:
- Country of Residence: Select One (dropdown)
- Country of Citizenship: Select One (dropdown)
- E-mail Address: \*
- Confirm E-mail Address: \*
- Home Phone:
- Office Phone:
- Mobile Phone:
- Fax:
- Preferred Language: English (dropdown)

\* Indicates a Required Field

Back Next Cancel

4. Enter Physical Address and click Next

The screenshot shows a web browser window with the URL <https://www.refpay.com/system/register3.php>. The page title is "Register" and it is identified as "Registration Form - Step 3 of 8". The current time is 10/08/2012 11:10 AM. The main content area is titled "Physical Address" and contains the following fields:

- Address: \*
- Address (2nd Line):
- City: \*
- State / Province / Region: \*
- Zip / Postal Code: \*
- Country: \*

Below the fields, there is a legend: "\* Indicates a Required Field". At the bottom right of the form area, there are three buttons: "Back", "Next", and "Cancel".

At the bottom left of the page, there is a link for "Privacy". At the bottom right, it says "Powered by NexorPay®".

5. Enter Mailing Address and click Next

The screenshot shows a web browser window with the URL <https://www.refpay.com/system/register4.php>. The page title is "Register" and it is identified as "Registration Form - Step 4 of 8". The current time is 10/08/2012 11:11 AM. The main heading is "Mailing Address".

Same As Physical Address

Name: \*

Address: \*

Address (2nd Line):

City: \*

State / Province / Region: \*

Zip / Postal Code: \*

Country: \*

\* Indicates a Required Field

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6. Enter Bank account where you wish to receive payments

RP RefPay

REFPAY LLC [US] https://www.refpay.com/system/register5.php

The current time is 10/08/2012 11:12 AM

### Register

#### Registration Form - Step 5 of 8

#### Bank Account Information

Bank account information is not required to create a RefPay account. However, bank account information allows the user to receive payments by direct deposit and/or fund their RefPay account. Users will only be able to receive payments via check or RefPay debit card if bank account information is not provided.

Bank Name:  ?

Address:

City:

State:

Routing Number:  ? [Look it up](#)

Account Number:  ?

Account Type:

Name on Account:  ?

Routing # (9 digits)    Account #    Check #

1:00 1 23 6 56 ? : 98 7 6 5 4 3 2 1 \* 0 1 0 1

TRANSIT SYMBOL    ON US SYMBOL

#### Preferences

Would you like to have your funds automatically transferred to your bank account when they become available?  Yes  No

[Privacy](#) Powered by NexorPay®

7. Choose a Security Question.

The screenshot shows a web browser window with the following details:

- Browser tab: **RP RefPay**
- Address bar: **REFPAY LLC [US] https://www.refpay.com/system/register6.php**
- Page header: **RefPay** logo and the text "The current time is 10/08/2012 11:24 AM".
- Section header: **Register**
- Form title: **Registration Form - Step 6 of 8**
- Form section: **Security Question**
- Fields:
  - Question: \*** with a dropdown menu showing "Select One".
  - Answer: \*** with an empty text input field.
- Legend: **\* Indicates a Required Field**
- Navigation: **Back**, **Next**, and **Cancel** buttons.
- Page footer: **Privacy** link on the left and **Powered by NexorPay®** on the right.

8. Enter your Arbiter email address as your username, choose password and security key, select Yes you receive game assignments through ArbiterSports. Enter your ArbiterSports email and password to link your accounts.

RP RefPay

REFPAY LLC [US] https://www.refpay.com/system/register7.php

The current time is 10/08/2012 11:27 AM

### Register

#### Registration Form - Step 7 of 8

#### Preferences

Username \*:  (E-mail address recommended)

Password \*:

Confirm Password \*:

Security Key: \*  (4 Digits – Numeric Only e.g. 5555)

Would you like to order a RefPay debit card? \*  Yes  No

Do you receive games assignments through ArbiterSports? \*  Yes  No

#### ArbiterSports Account Details

Entering this information will automatically link your ArbiterSports and RefPay accounts together.

ArbiterSports Email:  (Used to access ArbiterSports)

ArbiterSports Password:  (Used to access ArbiterSports)

\* Indicates a Required Field

Back Next Cancel

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9. View Terms and Conditions and agree to them, click Send

