

Mountain East Conference
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TO: MOUNTAIN EAST CONFERENCE OFFICIALS
FROM: Ben Brownlee, Associate Commissioner
RE: OFFICIALS PAYMENT PROCESS AND SCHEDULE
DATE: AUGUST 19, 2014

Mountain East Conference Officials:

The Mountain East Conference appreciates your service as an official in the conference. This letter is to better inform you of the payment process used by the MEC. The process for payment will be RefPay through the Arbiter system. This is a different method of payment and should allow for an easiest establishment of payments, as well as a better understanding of which games have been paid to your account.

Officials will be asked register for a RefPay account when registering for Arbiter. Please go to www.refpay.com. At the home page you will select "Sign Up!" You will select "Sports Official" and begin the registration form. The entire process is addressed in the additional document provided with this memo. Should you have any questions regarding the officials' payment process, please contact Associate Commissioner Ben Brownlee at bbrownlee@mountaineast.org. Should you have any issues with the registration process, please contact RefPay Support at support@refpay.com, or by phone at (801) 576-9436 Monday – Friday 11 a.m. to 7 p.m.

Officials Payment Schedule

The MEC will process payments for officials on the 15th and the 30th of every month. If those dates fall on a Saturday or Sunday, the payment will be processed the Friday prior. The schedule for payments is at the end of this memorandum.

Monday, September 15, 2014
Tuesday, September 30, 2014
Wednesday, October 15, 2014
Thursday, October 30, 2014
Friday, November 14, 2014
Friday, November 28, 2014
Monday, December 15, 2014
Tuesday, December 30, 2014
Thursday, January 15, 2015

Friday, January 30, 2015
Friday, February 13, 2015
Friday, February 27, 2015
Friday, March 13, 2015
Monday, March 30, 2015
Wednesday, April 15, 2015
Thursday, April 30, 2015
Friday, May 15, 2015
Friday, May 29, 2015

REFPAY WALKTHROUGH

SPORTING OFFICIAL

SIGNING UP

- Follow these easy steps to sign up on RefPay as an Official
- 1. Go to - <http://www.refpay.com/>
- 2. Once on the home page select "Sign Up!"



3. Select Sporting Official

Registration Form - Step 1 of 8

Type of User	
Type of User: *	<input checked="" type="radio"/> Sports Official
	<input type="radio"/> Paying Administrator
	<input type="radio"/> School - Municipality
	<input type="radio"/> Auditor

* Indicates a Required Field

Next Cancel

- 4. Agree to the terms and agreements
- 5. Fill out Registration Form
- 6. Once you agree to the terms and submit your registration –you will be prompted to answer your security question and login.

LINKING ACCOUNTS

If you are an ArbiterSports user you will need to "link" your RefPay and ArbiterSports accounts together in order to receive payment.

To link your accounts:

If you are a Non-ArbiterSports user you will need to submit your RefPay account # and username to your assigner to receive payment

1. Go to ArbiterSports.com
2. Sign in
3. Click Payments Tab
4. Select RefPay
5. Type in RefPay Username
6. Click the green add sign
7. Type 4 digit Security Key
8. Check all Group ID's
9. Click Save when finished

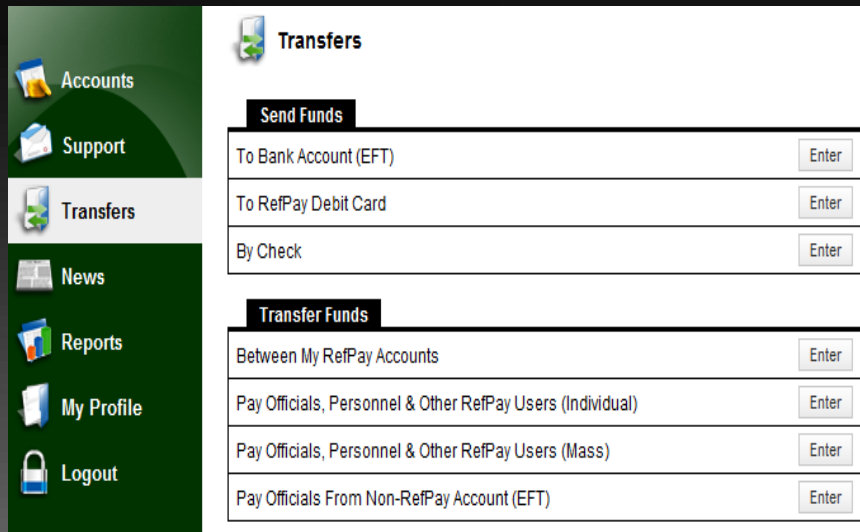
The screenshot shows the ArbiterSports website interface. At the top right, there are links for 'SWITCH VIEWS' and 'SIGN OUT', and user information for David Larrabee (Official), Advanced Business Technology, Group ID: 100003. The main navigation bar includes 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFEREE', and 'SETTINGS'. Below this, there are sub-tabs for 'REFPAY', 'PAY SHEETS', and 'INVOICES'. The 'REFPAY' tab is selected, and a red arrow labeled '3.' points to it. Below the sub-tabs, there is a 'RefPay' section with an 'Exit' button. A red arrow labeled '4.' points to the 'RefPay' text. The main content area features the RefPay logo and the text 'Click RefPay logo to Login'. Below this is a blue bar with the text 'Please enter your RefPay account information'. A red arrow labeled '6.' points to a green plus sign icon. Below the icon is a form with the following fields: 'RefPay Username' (containing 'David999', with a red arrow labeled '5.' pointing to it), 'RefPay Account #', and 'Group'. The 'RefPay Account #' field contains a dropdown menu with '1290401832' selected, and a red arrow labeled '7.' points to it. The 'Group' field has a list of checkboxes for '100003' and '105999', with a red arrow labeled '8.' pointing to the '100003' checkbox. Below the checkboxes is a text box for 'RefPay Security Key:'. A red arrow labeled '9.' points to a blue 'Save' button at the bottom left of the form. At the bottom right of the form is another 'Exit' button. At the very bottom of the page, there are links for 'About | Contact | Legal | Help'.

TRANSFERRING FUNDS

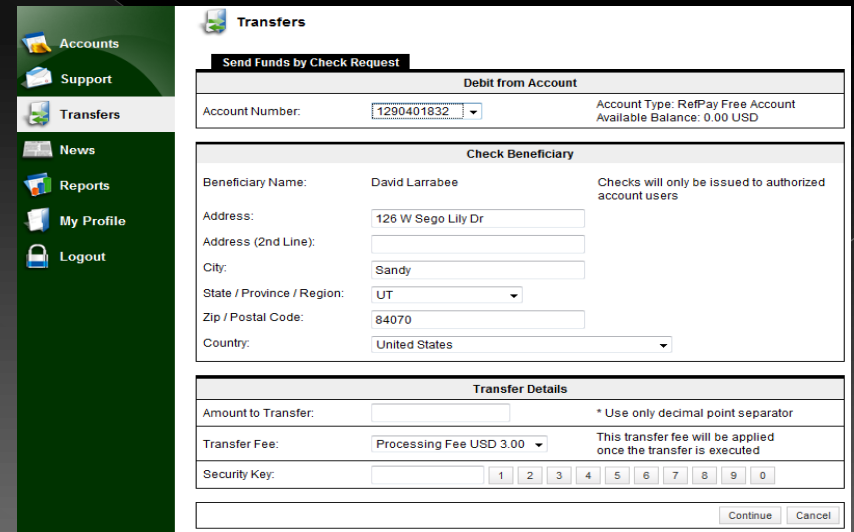
- ◎ Once your association has submitted funds into your RefPay account you have a few different options of receiving payment
 1. By Check
 2. Direct EFT to your Bank Account
 3. To RefPay Debit Card
- ◎ Requesting a check to be sent to the address on your RefPay profile is \$5 per check. Takes 3-7 business days
- ◎ As an official you can make a transfer directly to your bank from RefPay for FREE. Takes 1-3 business days
- ◎ If you have applied for a RefPay debit card you can transfer funds directly to the card at no cost Takes 1-3 business days
- ◎ Detailed transaction costs associated with the RefPay debit card are available at <http://refpay.com/transactioncosts.html>

TRANSFERRING FUNDS – CONT

- To Request a transfer to your Bank Account, to RefPay debit card, or by Check is fast and easy
- First go to RefPay.com and sign in.
- Once you are signed in select the transfers tab on the left
- Decide if you would like to send funds to bank account, to RefPay Debit Card, or by Check.
- Fill out the transfer request form. Double check the information and submit



The screenshot shows the 'Transfers' section of the RefPay website. On the left is a green sidebar with icons and labels for 'Accounts', 'Support', 'Transfers', 'News', 'Reports', 'My Profile', and 'Logout'. The main content area is titled 'Transfers' and has a sub-tab 'Send Funds'. Below this are three buttons: 'To Bank Account (EFT)', 'To RefPay Debit Card', and 'By Check', each with an 'Enter' button. Below these 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.



The screenshot shows the 'Send Funds by Check Request' form. The form is titled 'Transfers' and has a sub-tab 'Send Funds by Check Request'. The form is divided into several sections: 'Debit from Account' with 'Account Number' (1290401832) and 'Account Type: RefPay Free Account Available Balance: 0.00 USD'; 'Check Beneficiary' with 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); 'Transfer Details' with 'Amount to Transfer', 'Transfer Fee' (Processing Fee USD 3.00), and 'Security Key' (1 2 3 4 5 6 7 8 9 0). The form also includes a note: 'Checks will only be issued to authorized account users' and 'This transfer fee will be applied once the transfer is executed'. At the bottom right are 'Continue' and 'Cancel' buttons.

AUTO SWEEP TRANSFERS

- To make it even easier RefPay has an Auto Sweep feature.

Under the My Profile tab, select My preferences at the top, and click modify. RefPay gives you 2 choices 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 a date of your choice.

- Once you have selected the when to have the funds sweep; select the payment method of your choice and save. Auto Sweep only costs \$1.50 per transaction (Checks are still \$5 and auto transfers to a RefPay Debit card are free) and sends you your money **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 has tabs for User Information, Physical Address, Mailing Address, Bank Accounts, Profile Settings, and My Preferences. The 'My Preferences' section is expanded to show 'E-mail Notifications' (Transfer From Other User: Yes/No) and 'Automatic Transfer' (When Balance Reaches Amount in USD: 150, On Date: 15, Payment Method: EFT). Below this is the 'RefPay Direct' section (Payment Method: EFT) and a 'Security Key' field. 'Save' and 'Cancel' buttons are at the bottom right.