



ArbiterPay Account Set-Up Help Form

ATTN: Official

Important: You are receiving this correspondence because your officiating chapter either uses *ArbiterOne Assignment Software* OR has chosen to switch to the *ArbiterOne Assignment Software* for future game assignments and scheduling responsibilities.

One or more schools for whom you officiate will be using **ArbiterPay** to issue payments for the upcoming school year. If you already have an **ArbiterPay** account, you do not need to create a new one. Simply look for payments from participating schools to arrive via **ArbiterPay**. If you do not currently have an **ArbiterPay** account, you will need to create one.

New to ArbiterPay?

ArbiterPay was founded by a sports official who wanted a secure, efficient and accurate way to keep his W-9 information safe and to receive his pay more quickly. Since 2010, over 250M dollars have been paid through **ArbiterPay's** system. **ArbiterPay** has prepared payments for a variety of sports officials who officiate everything from youth games to the highest levels of collegiate play.

ArbiterPay is a web based payroll system that safely and securely stores your W-9 information and payment preferences. In turn, schools have the ability to pay you electronically, quickly and efficiently. After you create your **ArbiterPay** account you should periodically log-in to request the funds that you are owed. This service is free to officials who request their funds via direct deposit.

Creating A New Account

To create your account visit www.arbiterpay.com and click the "Sign Up Today" button. The following instructions will assist you through the setup process.

Click "Next" to complete each step.

Step 1 – Type of User

Select the "Sports Official" option (even if you worked an event in a role other than a sports official).

Step 2 – Your Information

Complete all required fields, which are indicated by an asterisk. Driver's License information is not required. Only indicate a *Company Name* if you have incorporated your officiating business. It is recommended that you provide a phone number.

Step 3 – Your Physical Address

Enter your physical address.

Step 4 – Your Mailing Address

Enter your mailing address or check the "Same As Physical Address" box.



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Step 5 – Your Bank Account Information

It is strongly recommended that you provide your bank information to be paid by direct deposit. There is no additional charge for direct deposit. An additional fee will apply when requesting a check.

Your bank's routing number and your account number can be found on one of your checks, as shown in the image on the Step 5 screen.

You **DO NOT** need to check the "Yes" option under "Preferences" to have your funds automatically transferred to you. If you choose to manually trigger direct deposits, log into your *ArbiterPay* account as often as you would like to do so, at no charge.

Step 6 – Security Question

Select a security question and set an answer. You will be prompted to answer this security question should you need help resetting your username or password.

Step 7 – Preferences

Set a username, password and four-digit PIN. These will be used to log into your account and to make changes to your profile or payment preferences.

Select to request a Debit Card if you'd like to have a debit card mailed to you and to which all payments will post. There is an initial \$4.95 charge (deducted from your first payment) to receive a debit card.

Check the "Yes" box for the field asking if you receive assignments from ArbiterSports. You will be asked for your ArbiterSports username and password. If you've forgotten your information or unsure of your password, please visit the ArbiterSports' [Reset Password](#) page.

Step 8 - Accept the Terms and Conditions

Congratulations! Your ArbiterPay account is now set up.

When you receive a payment you will access your account by visiting www.arbiterpay.com. Log-in and select the "Transfers" link to select your preferred method to receive your funds. Direct deposit requests take 1-2 business days to post to your account. Checks take 5-7 days to be received. Debit card transfers are immediate.