

Officials Pay App User Guide



IMAGINE

Futures beyond what they can imagine!





IMAGINE

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Register as a New User

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- Click this link https://athleticsofficialpay.fortbendisd.com/ to access the Online Officials Pay App.
- The first time you log in you will have to register as a new user. On the left-hand side of the screen click "Register as a new user".





Register as a New User (continued)

Athletics Official Pay -		
Register		
Notice:		
Create a new accou For current FBISD emp	nt only if you do not have FortBend ISD account. oyee at ANY campus, Log in Here instead.	
		(6+ characters with at least:
Email		one Upper Case Letter,
Password		one Lower Case Letter, one digit (0-9) one character that is not a letter
Confirm password		or number, ex.Test?1X)
	Register and Continue.	
	Fo	t Bend ISD 16431 Lexington Blvd. Sugar Land, TX 77479 Phone: (281) 634-1000
		© 2017 Fort Bend ISD

You will then enter your email address and create a password as directed on the instructions. Click "Register and Continue".



<u>CURRENT</u> Vendor with FBISD....see page 6 - 8

FBISD

NEW Vendor to FBISD.....see page 9 - 11

FB[†]SD

Futures beyond what they can imagine!

CURRENT Vendor with FBISD

- If you are a CURRENT vendor with FBISD:
 - Enter your First Name
 - Middle Name
 - Last Name
- Enter your SSN and "Click to verify SSN".
- Your Vendor ID should appear below your SSN.
- Your address will then populate below your Vendor ID number.
- "Click to verify your Address"
- Select the pull down menu to "Match your Address from Bing".
- Enter your "Contact Details":
 - Home Number
 - Mobile Number
 - Other Number
 - Preferred Contact Method
- Click "Submit" to complete your profile.

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CURRENT Vendor with FBISD (continued)

- You will receive an email to confirm your account. Be sure to click the blue hyperlink in your email. (Check your clutter or spam folders)
- Please allow 24 hours (during normal business days) for the system to update and create your user account before you attempt to "Log In".



NOTICE OF CONFIDENTIALITY: This electronic communication may contain confidential student/employee record information intended solely for school business by the individual to whom it is addressed. Any disclosure (verbal or in print), copying, distributing, or use of this information by any unauthorized person is prohibited, and may violate FBISD Board policy (legal) and the Family Education Rights and Privacy Act (FERPA). Should you receive this electronic communication in error please notify the sender immediately and delete the message.





Athletics Official Pay -	Athletics Official Pay
Log In	Fort Bood ISD Employee Logie
If you are accessing the Athletic Official Pay application for the first time you must register as a new user. Email Password Remember me? Log in Register as a new user. Torget your password?	Log in using a valid FBISD account.
Fort Bend ISD 16431 Lexington Blvd. Sug	gar Land, TX 77479 Phone: 281-634-1900

- After waiting 24 hours (during normal business days), once your account has been created by Admin, you will be able to "Log In".
- Click this link https://athleticsofficialpay.fortbendisd.com/ OR select the "Log in" link at the top right hand corner of your screen.
- On the left side of the screen enter your log in credentials and click "Log In".



Back to List

NEW Vendor to FBISD

<u>STEP 1:</u>

- If you are a NEW vendor and have never been paid by FBISD:
 - Enter your First Name
 - Middle Name 🛩
 - Last Name ----
 - Enter your SSN 👡
 - "Click to verify SSN"

<u>STEP 3:</u>

- Enter your full address under "Address Details"
- "Click to verify Address" -

Middle Name		
LastName Vendor Details SSN (xxx-xx-xxxx)		
Vendor Details SSN (xxx-xx-xxxx)		
SSN (xxx-xx-xxxx)		
Note: Your SSN will be u PeopleSoft system and v Address Details	sed to get your vendor details vill not be stored in this syste	s from m.
Street		
City	State	Zip Code
	Click to verify	y Address
Matching Addresses	from Bing	

	Message from webpage E3
	There is no record found in PeopleSoft. Please enter your full address below and click (Verify Address) button. We will create a new vendor JD for you.
	ОК
	 STEP 2: You will see a pop up message. Click "OK"
57	TEP 4: Select the pull down menu to "Match Address from Bing"
	Click "Create New Vendor ID using this address"



NEW Vendor to FBISD (continued)

IMAGINE

Vendor ID from PeopleSoft	
Address Details	Message from webpage
Street	🛕 New Vendor ID created.
City State Zip Code	ОК
Matching Addresses from Bing	
	STEP 2:
Contact Details	You will see a
Email	pop up message.
Entan	Click "OK".
Home Number	
Mobile Number	
Other Number	
Home Phone	
	Vendor ID from PeopleSoft Address Details Street City State Zip Code Matching Addresses from Bing Matching Addresses from Bing Contact Details Ernail Home Number Other Number Other Number Preffered Contact Method Kome Phone Submit





NEW Vendor to FBISD (continued)

FBISD	Athletics Official Pay
Athletics Official Pay -	
Official Login If you are accessing the Athletic Official Pay application for the first time you must register as a new user. Email Password Remember me? Log in Register as a new user Torget your password?	Fort Bend ISD Employee Login Log in using a valid FBISD account. Log in
Fort Bend ISD	16431 Lexington Blvd. Sugar Land, TX 77479 Phone: 281-634-1900

- You will need to submit a W-9 to <u>athleticsofficialpayment@fortbendisd.com</u> prior to signing up for games in the Online Officials Pay App.
- After waiting 24 hours (during normal business days), once your account has been created by Admin, you will be able to "Log In".
- Click this link <u>https://athleticsofficialpay.fortbendisd.com/</u> OR select the "Log in" link at the top right hand corner of your screen.
- On the left side of the screen enter your log in credentials and click "Log In".





Signing up for Games Worked



Click "Create A New Pay Request" to request payment.







Click "Search Criteria" to search for your games.







Fort Bend ISD | 16431 Lexington Blvd. | Sugar Land, TX 77479 | Phone: 281-634-1900

Search by Home Team, Sport, and Date of game. Then click "Search".





Games								
Search Crite	eria -							>
Game ID	Game	Sport	Level	Officials Team	Date Time	Status	Venue	
549	Austin High School VS. Bush High School	Softball(F)	Sub Varsity	Two Officials	5/11/2017 4:00:00 PM	Scheduled	AHS Baseball Field	Select
548	Austin High School VS. Bush High School	Softball(F)	Varsity	Two Officials	5/11/2017 4:00:00 PM	Scheduled	AHS Baseball Field	Select
Page 1 of 1								

- Click on the "Select" link next to the correct game to sign up for the game(s) you work.
- Be sure to sign up for all games worked on that day. Sub Varsity games will be separate from Varsity games because of differences in game fees.





Game Details

- Verify all information listed under "Game Details"
- Once you are sure you have selected the correct game, click the green button "Create Pay Request"

Select Te	ams					
Home Team			Opponent Team			
Austi	n High School	\checkmark	Bush High School	\checkmark		
	Sport					
	Softball(F)					
	Level					
	Sub Varsity		\checkmark			
	Officials Teams					
	Two Officials					
	Date and Time					
	5/11/2017 4:00:00 PM					
	Venue					
	AHS Baseball Field					
	Status					
	Scheduled					
Select Posi	tion					
Position	Official UserName		Pay Request			
Umpire			Create Pay Request			
Umpire			Create Pay Request			





Create A New	Pay	Request
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	Game			×	Game Status
549	Austin High Sch	ool VS. Bush High Schoo	bl		Scheduled
Sport		Level		Officails Team	
Softball(F)		Sub Varsity		Two Officials	
Date and Time			Location		
5/11/2017 4:0	0:00 PM		AHS Baseball Field	ł	
osition Detail	s				
Position		Game Amount	Mileage Amount	Total Amount with M	ileage
Umpire		60.00	0.00	60.00	
ompire				17 You	

- Once again, verify the game and position details on the current screen.
- Click "Create Pay Request"





Pay Requests	Requests										
Pay Request ID	Game ID	Game	User Name	Amaunt	Mileage Amount	Toral Amount (With Mileage)	Created On	Coards Approval	Coordinator Approval	Status	
i -	549	Austèn High School V S. Bush High School		60.00	0.00	60.00	5/3//2017 10:22:36 AM			Pending Approvals	Details Delete
Page 1 of)											
0								/			

- Once the above screen appears, the status will show "Pending Approvals" for the game.
- Once payment is approved by Coaches and Campus Coordinators, your status will change to "Approved". Your payment will begin being processed.
- You should also receive an email notifying you that a recent pay request was submitted.





Reviewing Pay Requests Status

FBSD

At	hletics Official Pay -	Home Pay Requests	
	User's Dashboard		
		Pay Requests:	
		My Pay Requests Create A New Pay Request	

- Click on the "My Pay Requests" link to manage your submitted pay requests.
- Contact the Campus Coordinator if your pay requests have not been approved in the Official Pay App. <u>Campus Coordinators Contact Info – Click Here</u>
- **NOTE:** Allow at least 10 business days for processing of payment.





View Your Profile

Hello email@yahoo.com. Log off
Athletics Official Pay

To verify your address on your profile, click on your email address.





View Your Profile (continued)

	Hello email@yahoo.com. Log off
REPERCEDUIP-IMAGINE	Athletics Official Pay
Athletics Official Pay - Home Pay Requests	
Manage My Profile	
Change your account settings	
Reset your password : Change your password	
Profile : View your Profile.	
Note: To make any changes to your Name or Address, please contact the Athletics Department at athleticsofficialpayment@fortbendisd.com	

Click on "View your Profile"





View Your Profile (continued)

											Hello email@yahoo.com	. Log off
INSP)									Athletics	fficial Pay
At	hletics Official Pay -	Ног	e Pay Requests									
	Manage Users											
	FirstName	MiddleName	LastName	Address	City	State	ZipCode	Email	HomePhoneNumber	MobilPhoneNumber	OtherPhoneNumber	
	michael	r	smith	16403 Lexington Blvd.	sugar land	ТΧ	77479	Email @yahoo.com	(281) 495-0000	(832) 814-0000		Edit
	Note: To make a	iny changes to your N	Name or Address, p	please contact the Athletics Dep	partment at athleticsoff	icialpayment	t@fortbendisd.c	om				
					Fi	ort Bend ISD 1	6431 Lexington Blva © :	d. Sugar Land, TX 77479 Phone: 2017 Fort Bend ISD	(281) 634-1000			

Verify your information. If you need to make any changes, click on the "Edit" button.

NOTE: If your address is incorrect, you will need to submit a new W-9 form to the FBISD Athletic office to have your information updated. Click on the link above to submit your updated W-9 form .



IN S

- When this page appears, you will only be able to update your phone numbers.
- All other changes will be updated once your W-9 form is submitted to the FBISD Athletics office.
- Click on the link to the right to submit your updated W-9 form.

tics Official Pay –	Home	Pay Requests			
Edit My Profile					
Note: To make any changes to	your Name or A	ddress, please contact the	Athletics Department	at athleticsofficialpayr	ment@fortbend
FirstName					1
michael					
MiddleName					
r					
LastName					
smith					
Address					
16403 Lexington Blvd.					
City					
sugar land					
State					
ТХ					
ZipCode					
77479					
Email					
email@yahoo.com					
HomePhoneNumber					
(281} 495-0000					
MobilPhoneNumber					
(832) 814-0000]		