

Officials Pay App User Guide



Futures beyond
what they
can imagine!

**INSPIRE
EQUIP
IMAGINE**



Table of Contents

1. Register as a New User3
2. <u>CURRENT</u> Vendor with FBISD6
3. <u>NEW</u> Vendor to FBISD9
4. Signing up for Games Worked12
5. Reviewing Pay Requests Status19
6. View Your Profile20



Register as a New User

Log In

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?

Fort Bend ISD Employee Login

Log in using a valid FBISD account.

- Click this link <https://athleticofficialpay.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)

Register

Notice:

Create a new account only if you do not have FortBend ISD account.
For current FBISD employee at ANY campus, [Log in Here instead.](#)

Email

Password

Confirm password

(6+ characters with at least:
one Upper Case Letter,
one Lower Case Letter,
one digit (0-9)
one character that is not a letter
or number, ex.Test?1X)

Register and Continue..



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



CURRENT Vendor with FBISD....see page 6 - 8

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



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.

Email registered successfully. Continue creating your profile : Back to List

Enter Your Name

First Name

Middle Name

LastName

Vendor Details

SSN (xxx-xx-xxxx) Click to verify SSN

Note: Your SSN will be used to get your vendor details from PeopleSoft system and will not be stored in this system.

Vendor ID from PeopleSoft

Address Details

Street

City State Zip Code

Click to verify Address

Matching Addresses from Bing

Contact Details

Email

Home Number

Mobile Number

Other Number

Preferred Contact Method

Submit



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”.

Confirm your account

Inbox x




FBISD Athletics Official Pay Website <AthleticsOfficialPayWebsite@fortbendisd.com>
 to me

10:20 AM (5 hours ago) ☆



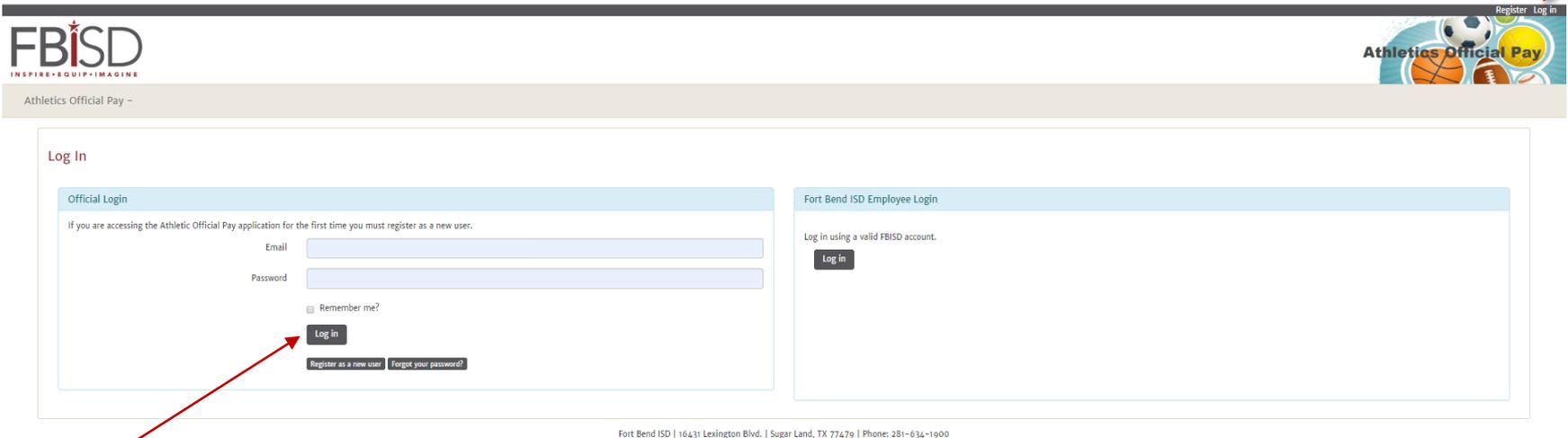
Please confirm your account by clicking this link: [link](#)

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.


 Click here to [Reply](#) or [Forward](#)



CURRENT Vendor with FBISD (continued)



Register Log in

FBISD
INSPIRE • EQUIP • IMAGINE

Athletics Official Pay

Athletics Official Pay

Log In

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?

[Register as a new user](#) [Forgot your password?](#)

Fort Bend ISD Employee Login

Log in using a valid FBISD account.

Fort Bend ISD | 16431 Lexington Blvd. | Sugar 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://athleticofficialpay.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”.



NEW Vendor to FBISD

STEP 1:

- 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”

Back to List

Enter Your Name

First Name

Middle Name

Last Name

Vendor Details

SSN (xxx-xx-xxxx)

Note: Your SSN will be used to get your vendor details from PeopleSoft system and will not be stored in this system.

[Click to verify SSN](#)

Address Details

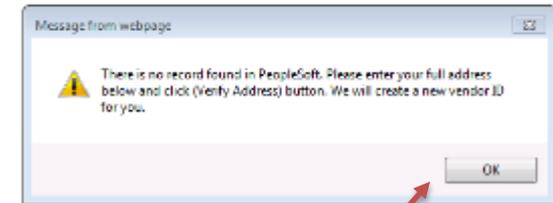
Street

City State Zip Code

[Click to verify Address](#)

Matching Addresses from Bing

[Create New Vendor ID using this address](#)



STEP 2:

- You will see a pop up message. Click “OK”

STEP 3:

- Enter your full address under “Address Details”
- “Click to verify Address”

STEP 4:

- Select the pull down menu to “Match Address from Bing”
- Click “Create New Vendor ID using this address”



NEW Vendor to FBISD (continued)

STEP 1:

- Your “Vendor ID from PeopleSoft” will populate

Vendor ID from PeopleSoft

Address Details

Street

City State Zip Code

Matching Addresses from Bing

Contact Details

Email

Home Number

Mobile Number

Other Number

Preferred Contact Method

Submit

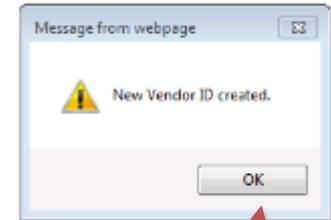
STEP 3:

- Enter your “Contact Details”:

 - Home Number
 - Mobile Number
 - Other Number
 - Preferred Contact Method

STEP 4:

- Click “Submit” to complete your profile.



STEP 2:

- You will see a pop up message. Click “OK”.



NEW Vendor to FBISD (continued)



Log In

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?

[Register as a new user](#) [Forgot your password?](#)

Fort Bend ISD Employee Login

Log in using a valid FBISD account.

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

- You will need to submit a W-9 to athleticofficialpayment@fortbendisd.com 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 <https://athleticofficialpay.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”.



Signing up for Games Worked



Athletics Official Pay - Home Pay Requests

User's Dashboard

Pay Requests:

- My Pay Requests
- Create A New Pay Request



Click “Create A New Pay Request” to request payment.



Signing up for Games Worked (continued)

Games

Create New

Search Criteria -

Game ID	Game	Sport	Level	Officials Team	Date Time	Status	Venue
---------	------	-------	-------	----------------	-----------	--------	-------

Page 0 of 0

Click "Search Criteria" to search for your games.



Signing up for Games Worked (continued)

Games

Search Criteria -

Home Team

Sport

Date Range
From To

Game ID	Game	Sport	Level	Officials Team	Date Time	Status	Venue
Page 0 of 0							

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



Signing up for Games Worked (continued)

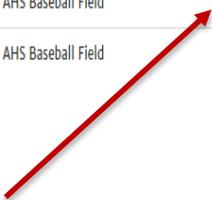
Games

Search Criteria - >

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

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.



Signing up for Games Worked (continued)

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 Teams

Home Team

Austin High School
▼

Opponent Team

Bush High School
▼

Sport

Softball(F)
▼

Level

Sub Varsity
▼

Officials Teams

Two Officials
▼

Date and Time

5/11/2017 4:00:00 PM

Venue

AHS Baseball Field
▼

Status

Scheduled
▼

Select Position

Position	Official UserName	Pay Request
Umpire		<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #4caf50; color: white;">Create Pay Request</div>
Umpire		<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #4caf50; color: white;">Create Pay Request</div>



Signing up for Games Worked (continued)

Create A New Pay Request

[Back to List](#)

Game Details

Game ID	Game	Game Status
<input type="text" value="549"/>	<input type="text" value="Austin High School VS. Bush High School"/>	<input type="text" value="Scheduled"/>
Sport	Level	Officals Team
<input type="text" value="Softball(F)"/>	<input type="text" value="Sub Varsity"/>	<input type="text" value="Two Officials"/>
Date and Time	Location	
<input type="text" value="5/11/2017 4:00:00 PM"/>	<input type="text" value="AHS Baseball Field"/>	

Position Details

Position	Game Amount	Mileage Amount	Total Amount with Mileage
<input type="text" value="Umpire"/>	<input type="text" value="60.00"/>	<input type="text" value="0.00"/>	<input type="text" value="60.00"/>

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

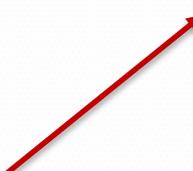


Signing up for Games Worked (continued)

Pay Requests

Pay Request ID	Game ID	Game	User Name	Amount	Mileage Amount	Total Amount (With Mileage)	Created On	Coach Approval	Coordinator Approval	Status
1	549	Austin High School VS. Bush High School	[REDACTED]	60.00	0.00	60.00	5/31/2017 11:22:36 AM			Pending Approvals

Page 1 of 1



- 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

User's Dashboard

Pay Requests:

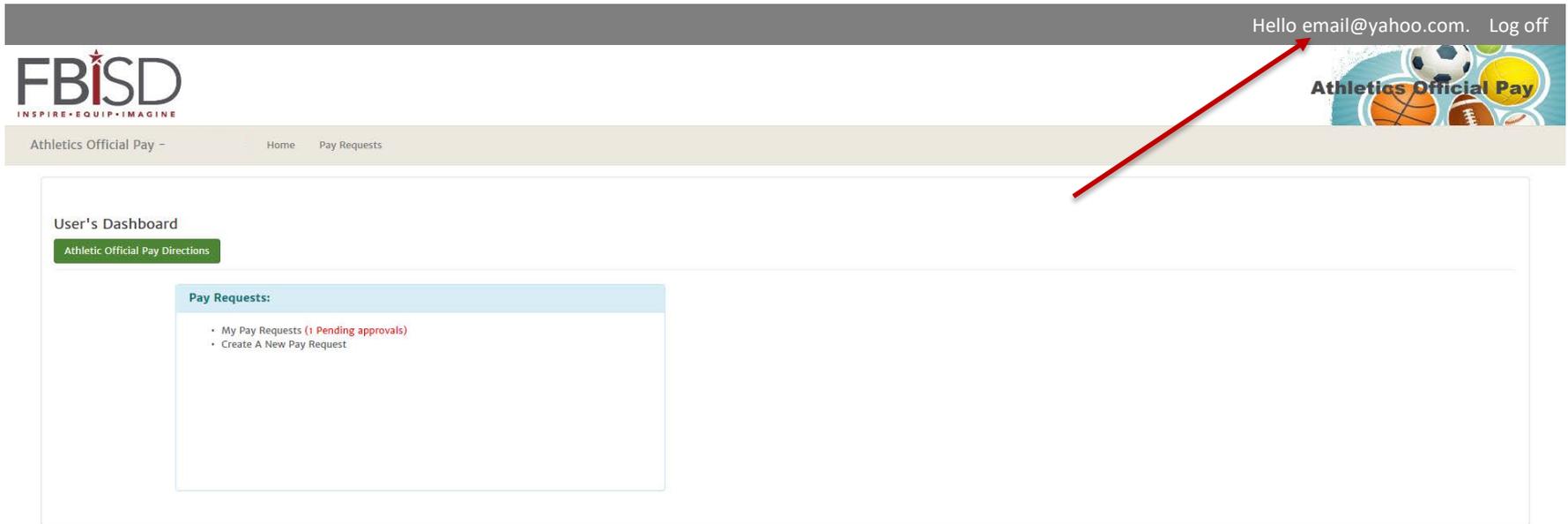
- My Pay Requests
- Create A New Pay Request



- 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.
[Campus Coordinators Contact Info – Click Here](#)
- **NOTE:** Allow at least 10 business days for processing of payment.



View Your Profile



Hello [email@yahoo.com](#). [Log off](#)

Athletics Official Pay

Athletics Official Pay - [Home](#) [Pay Requests](#)

User's Dashboard

[Athletic Official Pay Directions](#)

Pay Requests:

- My Pay Requests (**1 Pending approvals**)
- [Create A New Pay Request](#)

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



View Your Profile (continued)

Hello email@yahoo.com. Log off



INSPIRE • EQUIP • IMAGINE



Athletics Official Pay

Athletics Official Pay - Home Pay Requests

Manage My Profile
Change your account settings

Reset your password:

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](#)




Athletics Official Pay - [Home](#) [Pay Requests](#)

Manage Users :

[Go Back](#)

FirstName	MiddleName	LastName	Address	City	State	ZipCode	Email	HomePhoneNumber	MobilPhoneNumber	OtherPhoneNumber	
michael	r	smith	16403 Lexington Blvd.	sugar land	TX	77479	Email@yahoo.com	(281) 495-0000	(832) 814-0000		 Edit

Note: To make any changes to your Name or Address, please contact the Athletics Department at athleticsofficialpayment@fortbendisd.com

Fort Bend ISD | 16431 Lexington Blvd. | Sugar Land, TX 77479 | Phone: (281) 634-1000

© 2017 Fort Bend ISD



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 .



- 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.

Edit My Profile

Note: To make any changes to your Name or Address, please contact the Athletics Department at athleticsofficialpayment@fortbendisd.com

FirstName

michael

MiddleName

r

LastName

smith

Address

16403 Lexington Blvd.

City

sugar land

State

TX

ZipCode

77479

Email

email@yahoo.com

HomePhoneNumber

(281) 495-0000

MobilPhoneNumber

(832) 814-0000

OtherPhoneNumber

PrefferedContactMethod

Home Phone



Submit

