KLEIN PAY INFO

STEP-1: All officials have been added to ZebraWeb.

Each official will need to go to <u>www.zebraweb.org</u> and click on the "login" button located on the top right-hand side of the home page.

Select the "click here" link to the right of "Forgot your password?"

Enter the email address that was provided as part of your roster.

Then follow the "Missing information in ZebraWeb.pdf" document below.

Once they are assigned to a game, they will follow the steps listed on the "Missing Direct Deposit Information.pdf" document that is below.

Missing Information In ZebraWeb

Subject: Payments from schools leveraging Zebra-Pay

You were assigned a game with a school/conference that leverages Zebra-Pay to pay their officials.

Payment will be delayed if you do not have your all your information in ZebraWeb.

NOTE: If your ZebraWeb profile is not complete, including SSN/EIN, you CAN'T be added to ZebraPay. So PLEASE update your info TODAY. The schools/conferences that are using ZebraPay (which is a direct deposit payment system) cannot pay you without you having a ZebraPay account.

- 1. Update ZebraWeb: Log into your Portal and scroll over Officials. Click on My Profile. Make sure your complete mailing address and SSN (or EIN) are updated. Scroll to the bottom and click Save to save any changes.
- A Zebra-Pay Account: Once this information is added to ZebraWeb we can create the Zebra-Pay account. At that time, you will receive an email from ZebraPay <proxushr@myisolved.com> and the Subject will say Welcome to Zebra-Pay. Follow the instructions on how to set up your account.
- 3. Update direct deposit: Once added to ZebraPay update your direct deposit banking information. You will need to add this information for each School/Conference leveraging Zebra-Pay that you are assigned to.

ZebraPay is a separate system then ZebraWeb and leverages iSolvedHCM to process your game payments.

Click here for Zebra-Pay Procedures

Setting up Direct Deposit information. Follow the steps in the instructions

- 1. Click Link in email.
- 2. Create password and click continue.
- 3. Enter Direct Deposit information.

Please contact ZebraWeb support team at <u>Support@ZebraWeb.org</u> with any support related requests.

Missing Direct Deposit Information

Subject: Payments from schools/conferences leveraging Zebra-Pay

You have worked a game for a School/Conference that leverages Zebra-pay and you do not have your direct deposit information set up.

Payment has been delayed until you enter/correct your direct deposit information for each school listed.

Please log into Zebra-Pay (iSolved) and enter/update your direct deposit information for each of your schools.

If you are assigned to games for more than one Zebra-pay School/Conference, you must enter your direct deposit information for each individual school/Conference.

If you have not set up your account, you will need to in order to be paid. There are 3 steps. If you already set up your account, log into Zebra-Pay (iSolved) and go to step 3.

Failure to set up all your accounts with your direct deposit information will cause delays on your payment.

Click here for Zebra-Pay Procedures.

- 1. Click Link in email.
- 2. Create password and click continue.
- 3. Enter Direct Deposit information.

Please contact ZebraWeb support team at <u>Support@ZebraWeb.org</u> with any support related requests.