

Officials Pay App User Guide



Futures beyond
what they
can imagine!

**INSPIRE
EQUIP
IMAGINE**



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Register as a New User

Log In

FortBend ISD Employee Login

Log in using a valid FBISD account.

Log in

Users without FortBend ISD 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

Forgot your password?

- Click this link <https://secure.fortbendisd.com/AthleticsOfficialPay/> to access the Online Officials Pay App.
- The first time you log in you will have to register as a new user. On the right-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

Last Name

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>

10:20 AM (5 hours ago) ☆



to me ▾

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

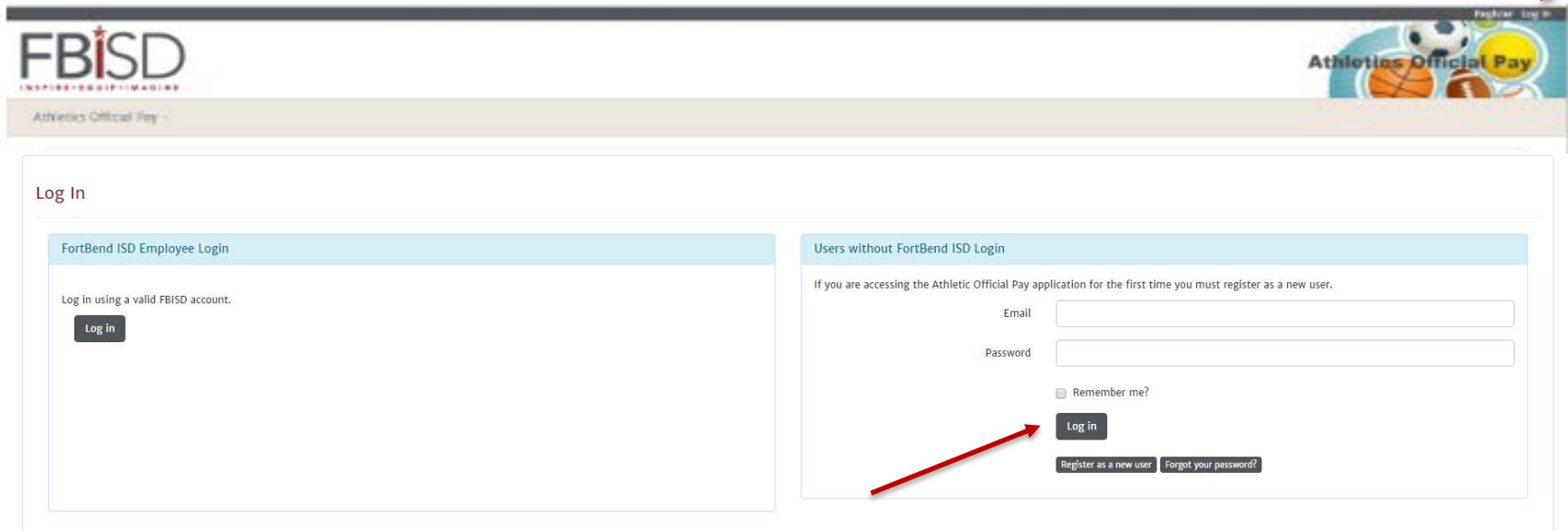


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Click here to [Reply](#) or [Forward](#)

CURRENT Vendor with FBISD (continued)



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Athletics Official Pay

Log In

FortBend ISD Employee Login

Log In using a valid FBISD account.

Log In

Users without FortBend ISD 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 Forgot your password?

- 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://secure.fortbendisd.com/AthleticsOfficialPay/> OR select the “Log in” link at the top right hand corner of your screen.
- On the right 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

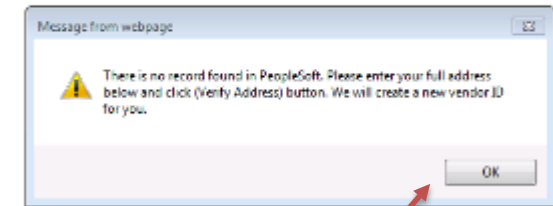
Last Name

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



STEP 2:

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

STEP 3:

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

Address Details

Street

City State Zip Code

Click to verify Address

Matching Addresses from Bing

Create New Vendor ID using this address

STEP 4:

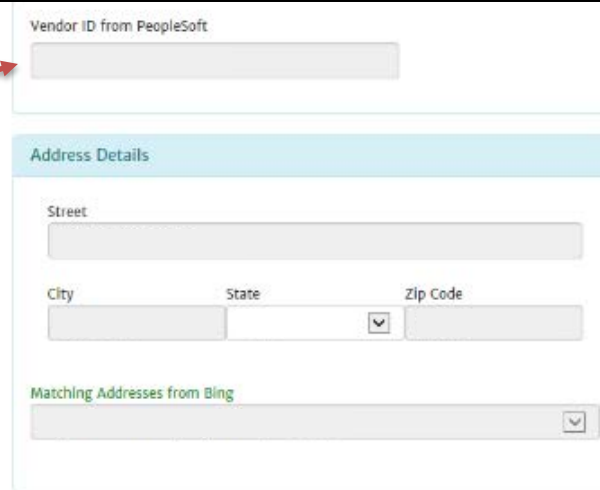
- Select the pull down menu to “Match Address from Bing”
- Click “Create New Vendor ID using this address”



NEW Vendor to FBISD (continued)

STEP 1:

- Your “Vendor ID from PeopleSoft” will populate



Vendor ID from PeopleSoft

Address Details

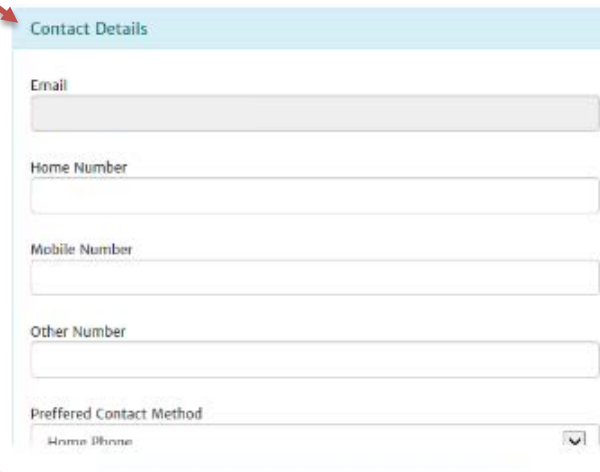
Street

City State Zip Code

Matching Addresses from Bing

STEP 3:

- Enter your “Contact Details”:
 - Home Number
 - Mobile Number
 - Other Number
 - Preferred Contact Method



Contact Details

Email

Home Number

Mobile Number

Other Number

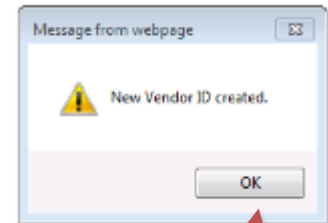
Preferred Contact Method

Home Phone

STEP 4:

- Click “Submit” to complete your profile.

Submit

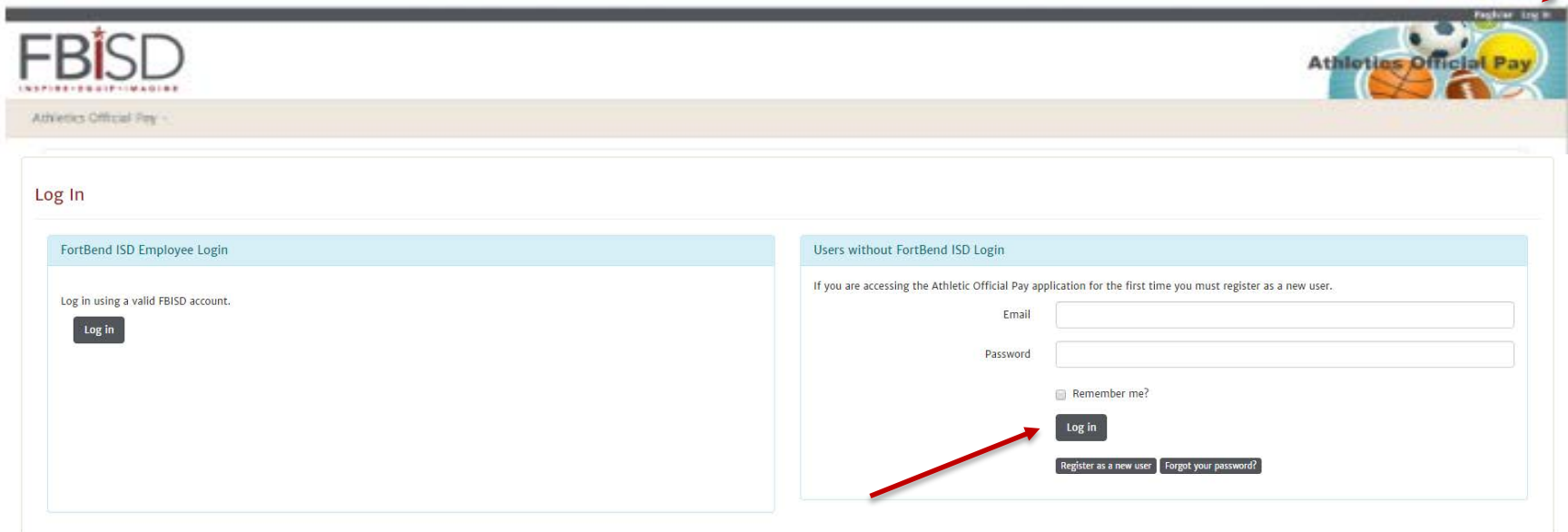


STEP 2:

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



NEW Vendor to FBISD (continued)



Log In

FortBend ISD Employee Login

Log in using a valid FBISD account.

Log in

Users without FortBend ISD 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 Forgot your password?

- You will need to submit a W-9 to athleticsofficialpayment@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://secure.fortbendisd.com/AthleticsOfficialPay/> OR select the “Log in” link at the top right hand corner of your screen.
- On the right 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

Create New

Search Criteria -

Game ID	<input type="text"/>	Sport	<input type="text" value="Search by sport.."/>	Officials UserName	<input type="text" value="Search by user.."/>
Home Team	<input type="text" value="Search by home team.."/>	Level	<input type="text" value="Search by level.."/>	Date Range From <input type="text"/> To <input type="text"/>	
Opponent Team	<input type="text" value="Search by Opponent team.."/>	Venue	<input type="text" value="Search by location.."/>		
Status	<input type="text" value="Search by Status.."/>				

Search Clear

Be sure to 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)

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

Game Details

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		Create Pay Request
Umpire		Create Pay Request



Signing up for Games Worked (continued)

Create A New Pay Request

[Back to List](#)

Game Details			
Game ID	Game	Game Status	
549	Austin High School VS. Bush High School	Scheduled	
Sport	Level	Officials Team	
Softball(F)	Sub Varsity	Two Officials	
Date and Time	Location		
5/11/2017 4:00:00 PM	AHS Baseball Field		

Position Details			
Position	Game Amount	Mileage Amount	Total Amount with Mileage
Umpire	60.00	0.00	60.00

Create Pay Request

- 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	DAVID	60.00	0.00	60.00	5/31/2017 11:23:56 AM			Pending Approvals

Page 1 of 1

[Details](#) [Delete](#)

- 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



Athletics Official Pay –

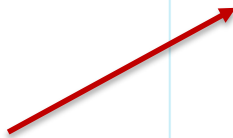
Home

Pay Requests

User's Dashboard

Pay Requests:

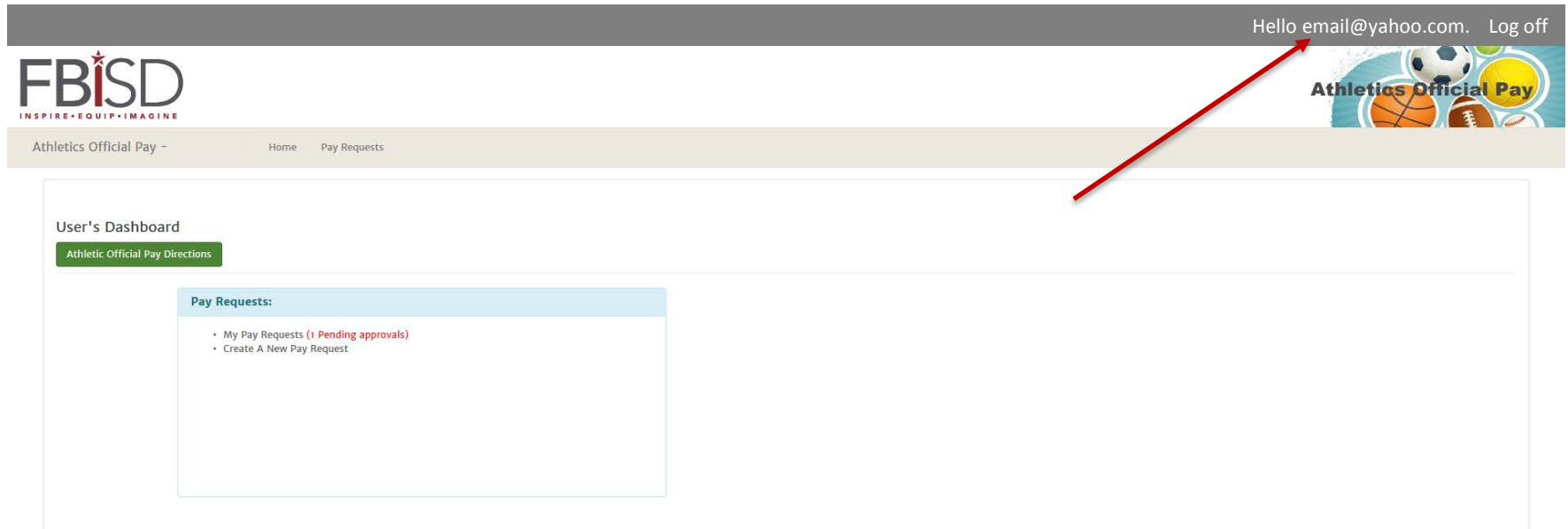
- My Pay Requests
- Create A New Pay Request



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



View Your Profile

A screenshot of a web application interface. At the top, a grey header bar contains the text "Hello email@yahoo.com. Log off" on the right. Below this is a navigation bar with the FBISD logo on the left and "Athletics Official Pay" on the right. A red arrow points from the "Log off" text to the "Athletics Official Pay" text. The main content area is titled "User's Dashboard" and contains a green button labeled "Athletic Official Pay Directions". Below this is a "Pay Requests:" section with a light blue header and a list of links: "My Pay Requests (1 Pending approvals)" and "Create A New Pay Request".

Hello email@yahoo.com. Log off

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Athletics Official Pay – Home Pay Requests

Athletics Official Pay

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)



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Hello email@yahoo.com. Log off



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](#)

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
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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

PreferredContactMethod

Home Phone



Submit