



ZebraPay Service Procedures for Sports Officials

ZebraWeb.org Support: support@ZebraWeb.org



Thank you for your continued support of *ZebraWeb.org*. Our *ZebraPay Service* has been designed to streamline officials game/travel fee payments for subscribing conferences/institutions/organizations. We have partnered with Proxus/iSolved to provide our back office payment processing, with secure integration between our platforms.

ZebraPay Service logon path is <https://proxushr.myisolved.com/> and has separate sign on credentials for your security and ease of access. Your email address is your user name and password as you designate after set up.

After receiving the email from **ZebraPay** proxushr@myisolved.com please follow the instructions within this presentation to set up your information as follows.

If you require any **ZebraPay** system related support, please contact us at support@ZebraWeb.org.

Thank you.



ZebraPay Service Procedures for Sports Officials

- Set up Bank Account routing/checking account via “Self Service” feature after receiving email with subject: **ProxusHR Officials Self-Service Account Created**
- Edit Profile and personal information
- Logon to ZebraPay after initial set up: <https://proxushr.myisolved.com/>
- View Pay History
- Access 1099 at end of year
- Forget Password

NOTE: Employer/Employee relationship - Any reference to Employee does not imply the existence of an Employer/Employee relationship

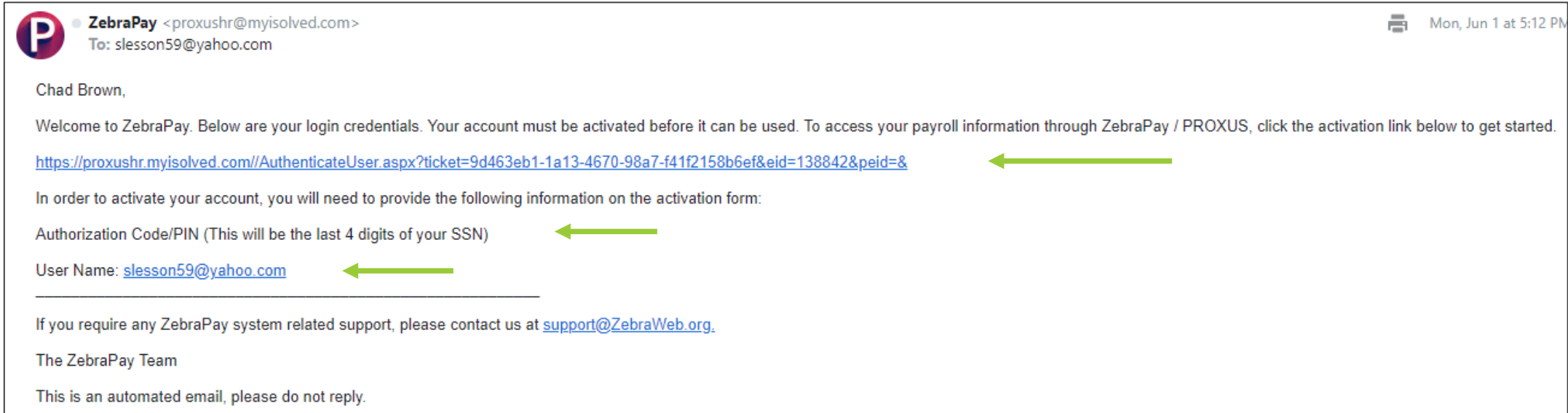
ZebraWeb.org Support: support@ZebraWeb.org

Officials “Self Service”



Officials will receive a **no-reply** e-mail from ZebraPay <proxushr@myisolved.com> to activate their account.

Officials will have **72 hours** to perform the activation, or the link will expire.



Click the link to authenticate the user access.

Make note of the following elements, they will be needed for validation for New User Account Setup and Login.

- **Authorization Code/Pin** (*last four digits of SSN*)
- **User name** (*email address*)

Officials Self Service

Complete the New User Account Setup screen:

User Name: Will auto populate

Client Code: Will auto populate

Company Name: Will auto populate

Employee Name: Will auto populate

Authorization Code/Pin: Last four digits of SSN

New Password: Create using criteria

Confirm New Password: Re-enter password

Challenge Question: Select your own

Challenge Answer: Create your own

Confirm Answer: Re-enter answer

Mobile Phone: Enter mobile phone (optional)

Click Continue Button



New User Account Setup
To activate your new account please enter the following information into the fields below and click the Continue button.

Account Information

User Name:

Client Code:

Company Name:

Employee Name:

Identity Confirmation

* Authorization Code/Pin:

This information is located in the activation email sent to you.

Setup Account Password

* New Password:

Choose a password for your new account. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire.

* Confirm New Password:

Re-enter your password to ensure it is correct.

* Challenge Question:

Choose a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.

* Challenge Answer:

Specify the answer to the challenge question you created above.

* Confirm Answer:

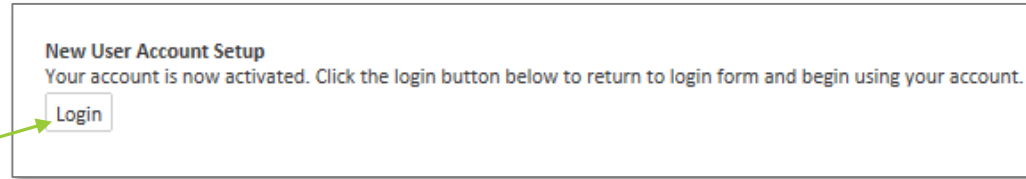
Re-enter the answer from above to ensure it is correct.

Contact Information

Mobile Phone:

Registering a cell phone number will give you the option to have login Authorization Codes texted to you.

Confirmation of activation screen will appear if authentication is successful. Click the Login button.



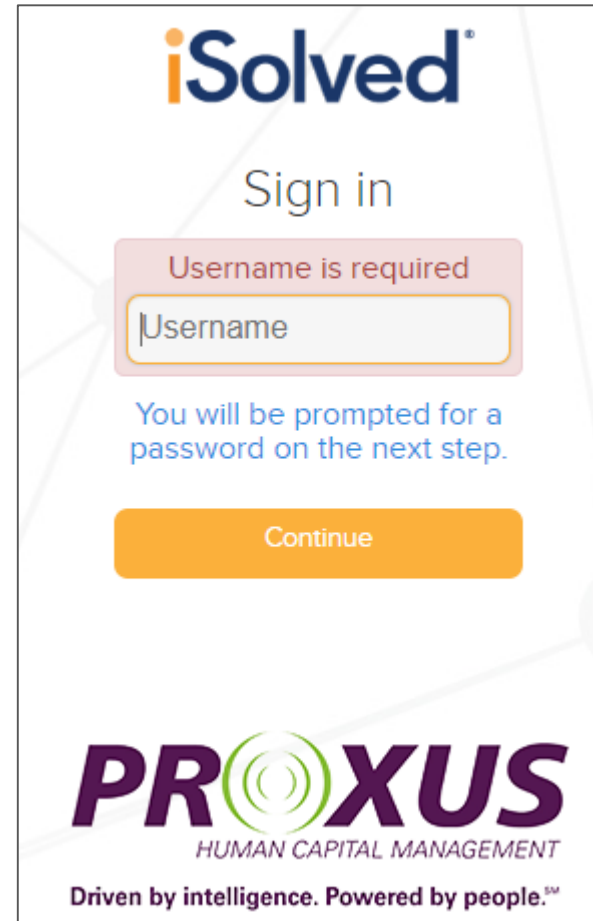
Login screen will appear. Enter user access elements and click Login button.

User name = Official's email address

Password = Official defined

The login screen can also be accessed by using the following link:

- Access via the url: <https://proxushr.myisolved.com/>
- Add to your Favorites for easy access anytime.



Employee Self Service



User name = Officials e-mail address

To reset the password, click on Forgot your password?

Enter the User name and click Next.

Answer the user unique security question, create a new password and click Next.

The screenshot shows the iSolved Sign in page. It features the iSolved logo at the top, followed by a 'Sign in' heading. Below this is a text input field containing the email address 'slesson59@yahoo.com', a password field with masked characters, and two orange buttons labeled 'Login' and 'Cancel'. A link for 'Forgot Password?' is located below the buttons, with a green arrow pointing to it. At the bottom of the page is the PROXUS logo and the tagline 'Driven by intelligence. Powered by people.'.

This screenshot shows the 'User Account Password Reset' screen. The heading is 'User Account Password Reset' and the instruction is 'Please enter your user name below to begin the reset process.' There is a text input field for 'User name:' with a green arrow pointing to it. Below the field are two buttons: 'Next' and 'Cancel'. A mouse cursor is positioned over the 'Next' button.

This screenshot shows the 'User Account Password Reset' screen at the security challenge step. The heading is 'User Account Password Reset' and the instruction is 'Please answer your security challenge question below: Best payroll provider?'. There is a text input field for 'Answer:'. Below this is another instruction: 'Please specify a new password for your account below:'. There is a text input field for 'New Password:'. A text box below this field contains password requirements: 'Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters [!@#S%^&*()]. Passwords may also not duplicate any of your previous 10 passwords.' Below the 'New Password' field is a text input field for 'Confirm Password:'. At the bottom are three buttons: 'Previous', 'Next', and 'Cancel'. A mouse cursor is positioned over the 'Next' button.

Login Authentication

When logging into iSolved, the cookies on the PC are utilized to verify authentication. At the time of login, the cookie is updated with the login information and the date of the login. If the user logs in from that machine again, and if the cookie is still intact, then they would be recognized and bypass two-factor authentication. For users that have a dynamic IP address, this will reduce the number of times they need to authenticate.

Direct Deposit Information Alerts

Every time an official's direct deposit account or routing number is updated, added, or deleted, an email will be sent to the official's email accounts (work and personal) stored in iSolved letting them know their direct deposits have been updated.

Email Account Change Alerts

Every time an email account is changed, an email will be sent to the previous email address alerting them of the change. This alert will inform the official of changes to their email address.

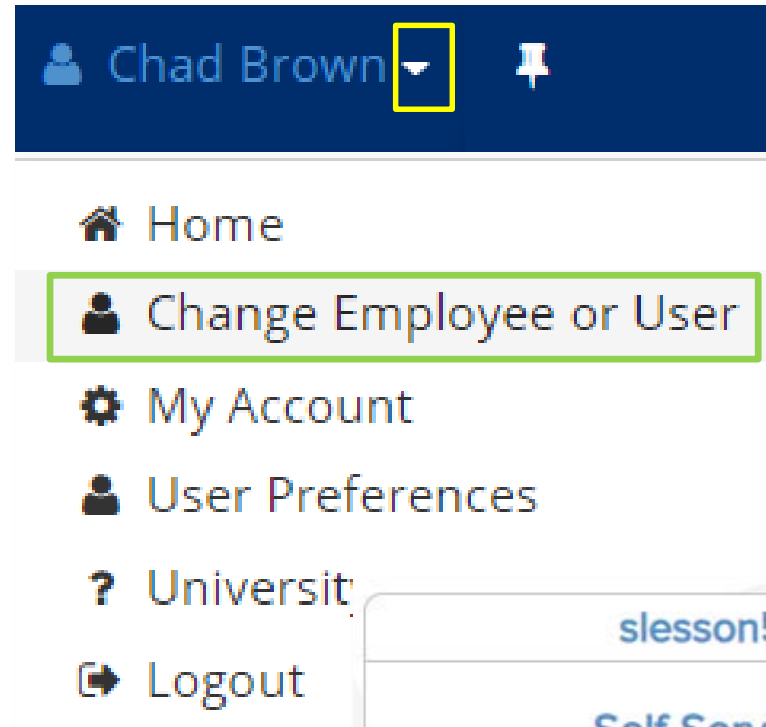
Additional Navigation

More than one ZebraPay account



From the upper left corner on any iSolved screen, click the down arrow next to your name for:

- **Change Employee or User** – click if you are setup to have access to multiple conferences, you can navigate between conferences
- **Home** – click **Home** to return to the Welcome screen
- **Logout** – click **Logout** to exit the Employee Self Service Portal



Direct Deposit (Officials will receive a \$12.00 fee for any physical check when not using direct deposit)

Employee Self Service -> Direct Deposit Updates



Search the menu

EMPLOYEE SELF SERVICE

- Employee Welcome
- Employee Messages
- Contact Information
- Pay History
- W2/ACA/1099 Forms
- Direct Deposit Updates**

Direct Deposit Updates

Status	Account Type	Sequence
--------	--------------	----------

+ Add New **Edit** **Delete** **Refresh** **Save** **Cancel**

Direct Deposit

* Status: Active

* Account Type: Checking

* Sequence: Remaining Net

* Frequency: Every Pay

Amount:

Percent:

* Routing Number:

* Account Number:

Description:

Adding Direct Deposit

1. Click, '+ Add New'
2. Select 'Active' from **Status** dropdown
3. Select applicable **Account Type** from dropdown
4. Select 'Remaining Net' from **Sequence** dropdown
– **Do Not Select a Sequence Number**
5. Enter 9 digit **Routing Number**
6. Enter **Account Number**
7. Click, 'Save'

NAME ADDRESS CITY, STATE ZIP 0123
01-23456789

DATE

PAY TO THE ORDER OF \$

DOLLARS

BANK NAME ADDRESS CITY, STATE ZIP

FOR

⑆0123456789⑆ 01234567890123⑆ 0123

Routing Number Account Number

Officials Messages

Employee Self Service -> Employee Messages



EMPLOYEE SELF SERVICE

Employee Welcome

Employee Messages

Contact Information

Pay History

W2/ACA/1099 Forms

Direct Deposit Updates

General Messages

Employer/Employee Relationship

Any reference to Employee does not imply the existence of an Employer/Employee relationship.

Welcome to ZebraPay Service powered by PROXUS/iSolved

Thank you for your continued support of ZebraPay. Our ZebraPay Service has been designed to streamline officials game/travel fee payments back office payment processing, with secure integration between our platforms.

ZebraPay Service logon path is <https://proxushr.mysolved.com/> and has separate sign on credentials for your security and ease of access. You

If you require any ZebraPay system related support, please contact us at support@ZebraWeb.org.

Thank you and best of luck this season...

Procedures


ZebraPay Procedures for Sports Officials

Please see the attached pptx for procedures on navigating ZebraPay (iSolved). This will also be posted in ZebraWeb.org Sports Officials Assign

For any support requests please contact ZebraWeb directly at support@ZebraWeb.org.





[ZebraPay_Service_Procedures_-_Sports_Officials_-_January_2020 \(PDF\)](#)

View here 

Name / Address Updates

Employee Self Service -> Contact Information

Contact Information

 Save  Cancel

Employee Name

* First Name:

Preferred Name:

Middle Name:

* Last Name:

Prefix:

Suffix:

Employee Address

A change of address may cause a change in taxes.

Address:

* Zip Code:

Hit Enter Key in zip code field to retrieve city list.

City:

State:

Marital Status:

Name & Address Changes

1. Enter change in applicable field
2. Click, **'Save'**

Pay History

Employee Self Service -> Pay History



Pay History

[iSolved](#) | [University](#) | [Help](#)

Year: 2020

Check Date	Gross Pay	Total Hours	Net Pay	Check/Voucher #	Check Amount	Description	PR Run #
06/05/2020	0.00	0.00	200.00	V3079147	0.00	Regular Check	2
05/22/2020			250.00	V3078957	0.00	Regular Check	1

Click, 'View/Print Pay Stub'

View/Print Pay Stub

Check Type:	Regular Check	Gross Pay:	0.00
Check Date:	06/05/2020	Gross Wage:	0.00
Period End:	05/31/2020	Net Pay:	200.00
Period Begin:	05/18/2020	Check Amt:	0.00
Payroll Run #:	2	Voucher #:	V3079147

Chad Brown
 45 NFL Lane
 Fort Washington, PA 19034
 ZebraPay University

Employee #:	8	Department	03
Soc Sec #:	XXX-XX-3333	St Filing:	
Fed Filing:		St Exemptions:	
Fed Exemptions:		St Additional:	
Fed Additional:			

Earnings & Memos*			
	Curr Hours	Curr Dollars	YTD Dollars
Game Fee		200.00	450.00

Deductions	
	YTD Dollars

Taxes			
	Curr Dollars	Curr Wages	YTD Dollars

Current Period Leave Accruals		
Hours Accrued	Hours Taken	Available Balance

Direct Deposit		
	Account	Deposit Amount
Checking	####2345	200.00

Employer Taxes			
	Curr Dollars	Curr Wages	YTD Dollars



Pay History (continued)

Employee Self Service -> Pay History

Statement of Earnings For: Chad Brown				ZebraPay University			
Employee #: 8	Department: 03	Period Begin: 5/18/2020	Check Date: 6/5/2020	6805 Route 202 New Hope, PA 18938			
Clock Number: XXX-XX-3333	Federal Filing: State Filing:	Period End: 5/31/2020	Pay Type: 1099				
Company Id: ZebraPay	Exemptions:	Additional Tax:					
Voucher Id	Check Amount	Gross Pay	Net Pay	Check Message			
V3079147	\$0.00	\$0.00	\$200.00				
EARNINGS				TAXES			
*Not included in Totals				DEDUCTIONS			
Description	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Description	Current
Game Fee	0.00		200.00	0.00	450.00		
Total:				Total:			
0.00 200.00 0.00 450.00				0.00 0.00 0.00 0.00			
CURRENT PERIOD LEAVE ACCRUAL				DISTRIBUTION OF NET PAY			
				Checking Account: ###2345 Deposit Amount: 200.00			

Page 1

ZebraPay University
6805 Route 202
New Hope, PA 18938

CHECK DATE	VOUCHER ID
6/5/2020	V3079147

TOTAL NET PAY
*****\$200.00

8 03
Chad Brown
45 NFL Lane
Fort Washington, PA 19034

NOT NEGOTIABLE

Employee Pay Details

ZebraPay University

Chad Brown

For Pay Period: 5/18/2020 - 5/31/2020

Pay Date: 6/5/2020

1099 Income

Page 2

Earning	Rate	Hours	Dollars	Game ID	Home Team	Date
Game Fee			125.00	32147	NJState	5/18/2020
Game Fee			75.00	32369	TrentonState	5/19/2020
			200.00			

1099 Information

Employee Self Service -> W2/ACA/1099 Form

EMPLOYEE SELF SERVICE

Employee Welcome

Employee Messages

Contact Information

Pay History

W2/ACA/1099 Forms

Direct Deposit Updates



CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ZebraPay University 414 Commerce Drive Suite 120 Fort Washington, PA 19034 267-289-0416		1 Rents \$	OMB No. 1545-0115 2020 Form 1099-MISC	Miscellaneous Income
PAYER'S TIN 23-1234561		2 Royalties \$		
RECIPIENT'S TIN 123-45-6333		3 Other income \$	4 Federal income tax withheld \$	Copy 2 To be filed with recipient's state income tax return, when required.
RECIPIENT'S name Chad Brown		5 Fishing boat proceeds \$	6 Medical and health care payments \$	
Street address (including apt. no.) 45 NFL Lane		7 Nonemployee compensation \$ 700.00	8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>
City or town, state or province, country, and ZIP or foreign postal code Fort Washington PA US 19034		10 Crop insurance proceeds \$	11	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>	12	13 Excess golden parachute payments \$
15a Section 409A deferrals \$	15b Section 409A income \$	16 State tax withheld \$	17 State/Payer's state no.	18 State income \$

Form 1099-MISC www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ZebraPay University 414 Commerce Drive Suite 120 Fort Washington, PA 19034 267-289-0416		1 Rents \$	OMB No. 1545-0115 2020 Form 1099-MISC	Miscellaneous Income
PAYER'S TIN 23-1234561		2 Royalties \$		
RECIPIENT'S TIN 123-45-6333		3 Other income \$	4 Federal income tax withheld \$	Copy B For Recipient
RECIPIENT'S name Chad Brown		5 Fishing boat proceeds \$	6 Medical and health care payments \$	
Street address (including apt. no.) 45 NFL Lane		7 Nonemployee compensation \$ 700.00	8 Substitute payments in lieu of dividends or interest \$	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty of other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
City or town, state or province, country, and ZIP or foreign postal code Fort Washington PA US 19034		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds \$	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>	11	12
15a Section 409A deferrals \$		15b Section 409A income \$	13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$
16 State tax withheld \$		17 State/Payer's state no.	18 State income \$	

Form 1099-MISC (keep for your records) www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service