REFEREE: INSTRUCTIONS TO SETUP DEMOSPHERE ACCOUNT

1. Setup your password.
   If you did not already receive an email with a link to reset your password:
   a. Go to https://ussoccer.demosphere-secure.com/_login
   b. Click on Forgot password or Retrieve Account
   c. Enter your email; an email with a link to reset/create your password will be sent.

2. **Verify license information.**
   a. Login to https://ussoccer.demosphere-secure.com/_login
   b. On your Demosphere, click on My Account > My Profile Information tab, then click on the Manage Profile button
   c. Your USSF-ID and referee license information should be listed toward the bottom of your profile. *

   * If you cannot find license information, please contact referee@ussoccer.org

3. Set your region preference. **
   a. Login to https://ussoccer.demosphere-secure.com/_login
   b. Click on My Account > Referee Management > Preferences
   c. Click the toggle ON for 'Limit potential assignments to specific Location Regions'
      i. In the field below this, select your SRC(s)
         1. SRC's are identified by the two-letter state abbreviation (e.g., AL, AR, IL, etc.); for states that are split into two regions select the two-state abbreviation followed by the region (e.g., CA – North, CA – South, PA – East, PA – West, etc.)

   ** Not following step 3 above will result in your profile being marked Non-Eligible to Assignors.

4. Review and/or update your profile information.
   a. Login to https://ussoccer.demosphere-secure.com/_login
   b. On your Demosphere, click on My Account > My Profile Information tab, then click on the Manage Profile button
   c. Address and phone number can be updated on the 'My Household Information' tab

5. Add Blackouts for dates/times you are unavailable.
   a. Login to https://ussoccer.demosphere-secure.com/_login
   b. Click on My Account > Referee Management > Calendar
   c. Click on Add Blackout button

6. Add your Bank information and Complete your W-9.***
   a. Login to https://ussoccer.demosphere-secure.com/_login
   b. Click on My Account > Referee Management > Payment Settings
   c. Click Add Payout Method and enter in your general information.
   d. Confirm account information and click Next.
   e. Click Submit a Tax Form and fill out your form as required

   *** Not completing step 6 above will result in significant delays processing payment.