

MARAC Registration Instructions for Split Payments

Step 1: Register online for items that will be paid by your employer. For payment method, select **"Invoice Me"** and **"Pay later."** An invoice will be emailed to you. Your employer may pay the invoice online using the link in the email or print the invoice and submit it with a check payment.

Step 2: Contact the MARAC Administrator at administrator@marac.info and list the additional items for which you will pay personally. The Administrator will add them to your registration and send you an invoice. You may pay the invoice online using the link in the email or print the invoice and submit it with a check payment.

If you have any questions, please contact the MARAC Administrator at administrator@marac.info prior to registering. Thank you.