

MARAC Registration Instructions for Split Payments

Step 1: Register online **only** for the 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 a separate invoice just for those items.
- 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.