

Maryland Office of Minority Health and Health Disparities' 15th Annual Health Equity Conference

December 6, 2018 - 9:00 AM - 4:00 PM

Maryland RSTARS System - Conference Registration Payment Instructions

General Attendee Pre-Registration Fee, \$30; Student Pre-Registration Fee, \$20

Step 1: Conference Attendees within State Agencies that wish to submit payment through RSTARS

Conference attendees within state agencies that wish to submit conference payment through the RSTARS System should **first** submit the following information to MDH.HealthDisparities@Maryland.gov:

Registrant Name:

Organization:

Email address:

Special Dietary Needs:

If the registrant will be seeking Continuing Education / Contact Hours for the following professions:

Physicians; Nurses; Certified Health Education Specialists; Psychologists; Social Workers; Professional Counselors and Therapist; and/or Certified Prevention Professionals, Certified Prevention Specialists, or Associate Prevention Specialists.

**** Do not submit payment through the RSTARS system until each attendee has received confirmation of their registration.**

Step 2: Payment through Maryland RSTARS System

After the attendee has received confirmation of registration, payment must be submitted through the RSTARS System, using the following information:

Agency: M00

PCA: A120G

Agy/Obj: 0899

T/C: 0412

Step 3: Submit Journal Entry for Payment Confirmation

Once payment has been submitted, **send screen shot or PDF of Journal Entry to MDH.HealthDisparities@Maryland.gov** for proof of payment.