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
- **Reason:** Name of attendee(s)

**All payments must be received, in Office, by 4:00 PM on Monday, November 18, 2019.**