New Consultant Quick Reference Guide: "Getting Started"

This Quick Reference Guide has been put together to help New Consultants with the following:

- ✓ Signing onto Mary Kay InTouch
- ✓ Reviewing the InTouch Home Page for New Consultants
- ✓ Creating a Personal Mary Kay Website
- ✓ Understanding how to process an on-line order
- ✓ Creating a Propay account for processing credit cards
- ✓ Entering Weekly Accomplishments on InTouch
- ✓ Creating a Customer List in myCustomers

How should you use this guide?

You do not have to print out this entire guide. Please review the table of contents and print out whatever is section needed. This guide will take you step-by-step as you are completing each activity. There will be pictures of what your computer screen will look like as you navigate each topic. This should help you with most questions along the way.

If you have any questions about the topics covered in this Quick Reference Guide or any other questions regarding your business, please don't hesitate to call your director.

© 2012 Cay Consulting. All Rights Reserved

TABLE OF CONTENTS

Section Title	***Pages***
Sign Up for Mary Kay InTouch	*1 – 5*
A Quick Review of New Consultant's InTouch Home Page	*6*
Entering Your Weekly Accomplishments on InTouch	*7 - 13*
Create Your Personal Mary Kay Website (Overview and FAQs)	*14 – 16*
Setting Up Your Personal Mary Kay Website	*17 – 27*
Processing an Order Received from Your MK Website	*28 - 33*
Create Your ProPay Account (Overview) (This is how you process credit and debit card payments)	*34 – 35*
Setting Up Your ProPay Account	*36 – 43*
Creating Customers in myCustomers	*44 - 48*

SIGN UP FOR MARY KAY INTOUCH

What is Mary Kay InTouch?

Mary Kay InTouch is the online resource exclusively for Mary Kay Independent Beauty Consultants. If you haven't signed up for InTouch, please continue reading this section.

If you're already set up on InTouch, please feel free to skip this section, however, be sure to check out the "News" section of InTouch frequently. You'll find the "News" section in the upper left side of your Home page. Click "View All" to check out all the latest important information from Mary Kay.

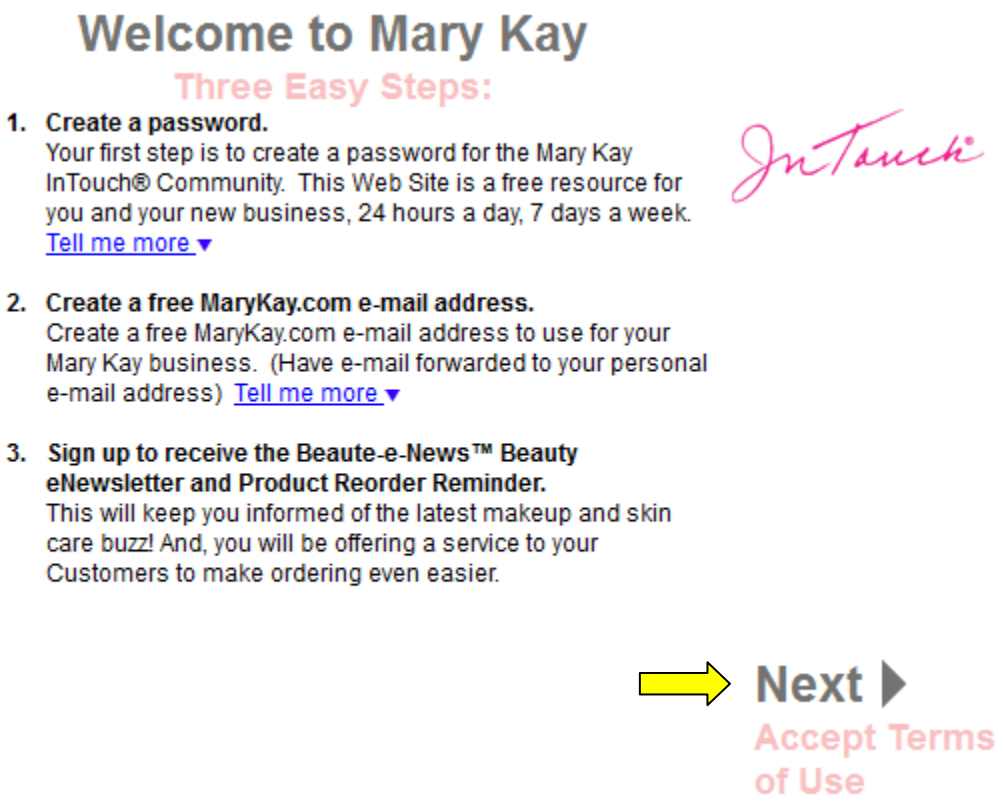
How do I sign up for Mary Kay InTouch?

- ✓ Your first step is to visit www.marykayintouch.com (Please have your Consultant number handy. If you don't know your Consultant number, you can either call me or Mary Kay's Consultant Hotline at 800-272-9333.)

- ✓ After logging on to www.marykayintouch.com, you will see the following screen:

Since this is your first time signing in, you'll need to create a password. Simply enter your Consultant number in the box. Then under the "Log In" bar, click the words, "click here."

Your next screen will look like this:



Just click the “Next.”

Your next screen will look like this:

Terms of Use

Mary Kay InTouch® and E-Mail

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING THIS SITE. BY USING THIS SITE, YOU SIGNIFY YOUR ASSENT TO THESE TERMS OF USE. IF YOU DO NOT ACCEPT THESE TERMS OF USE, DO NOT USE THIS SITE.

RESTRICTIONS ON USE OF MATERIALS

The copyright in all material provided on this Site ("Site") is held by Mary Kay Inc. ("Mary Kay"). Except as stated herein, no material from the Site or any web site owned, operated, licensed or controlled by Mary Kay, may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed in any way. Any unauthorized use of any material contained on this Site may violate copyright laws, trademark laws, and other laws.

MARY KAY INTERNET GUIDELINES

You agree to abide by and follow the Mary Kay Internet Guidelines.

APPLICABLE LAWS

This Site is controlled and operated by Mary Kay from its offices in Dallas, Texas. Mary Kay makes no representation that materials on this

☐ **I Agree.**

Next

Create password and e-mail

After reading the terms, check the “I Agree” box and click “Next.”

On this screen, first you will enter your personal information, in order to identify yourself.

Enter your Social Security Number or your nine digit Personal Identification Number (PIN)

Social Security:

Choose a password six characters in length

Password:

Confirm Password:

Select a password reminder question in case you forget your password

Password Question: What is my spouse's middle name?

Answer:

2. Create your free MaryKay.com® e-mail.

If you do not have a personal e-mail address, click here for more information.
All messages sent to your Marykay.com e-mail address will be forwarded to your personal e-mail address, so be sure the personal e-mail address you provide is correct.
SPECIAL NOTE! The name you select for your free Marykay.com e-mail will also be reserved for your Mary Kay® Personal Web Site address.

Type the name you want for your Marykay.com e-mail

Mary Kay will suggest a name here. @marykay.com

This is the location where your Marykay.com e-mail address will be forwarded.

Type your personal e-mail address

Verify your personal e-mail address

☐ I do not have a personal email account at this time.

Here, you will create your free MaryKay.com email. Your screen will have a suggested name, but you can change it if you'd like.

3. Sign up to receive the Beaute-e-News™ Beauty eNewsletter and Product Reorder Reminders.

☑ I want to offer my Customers the latest makeup and skin care buzz.

☑ I want to make it easy for my Customer to re-order their products on a timely basis.

Next ▶

See confirmation

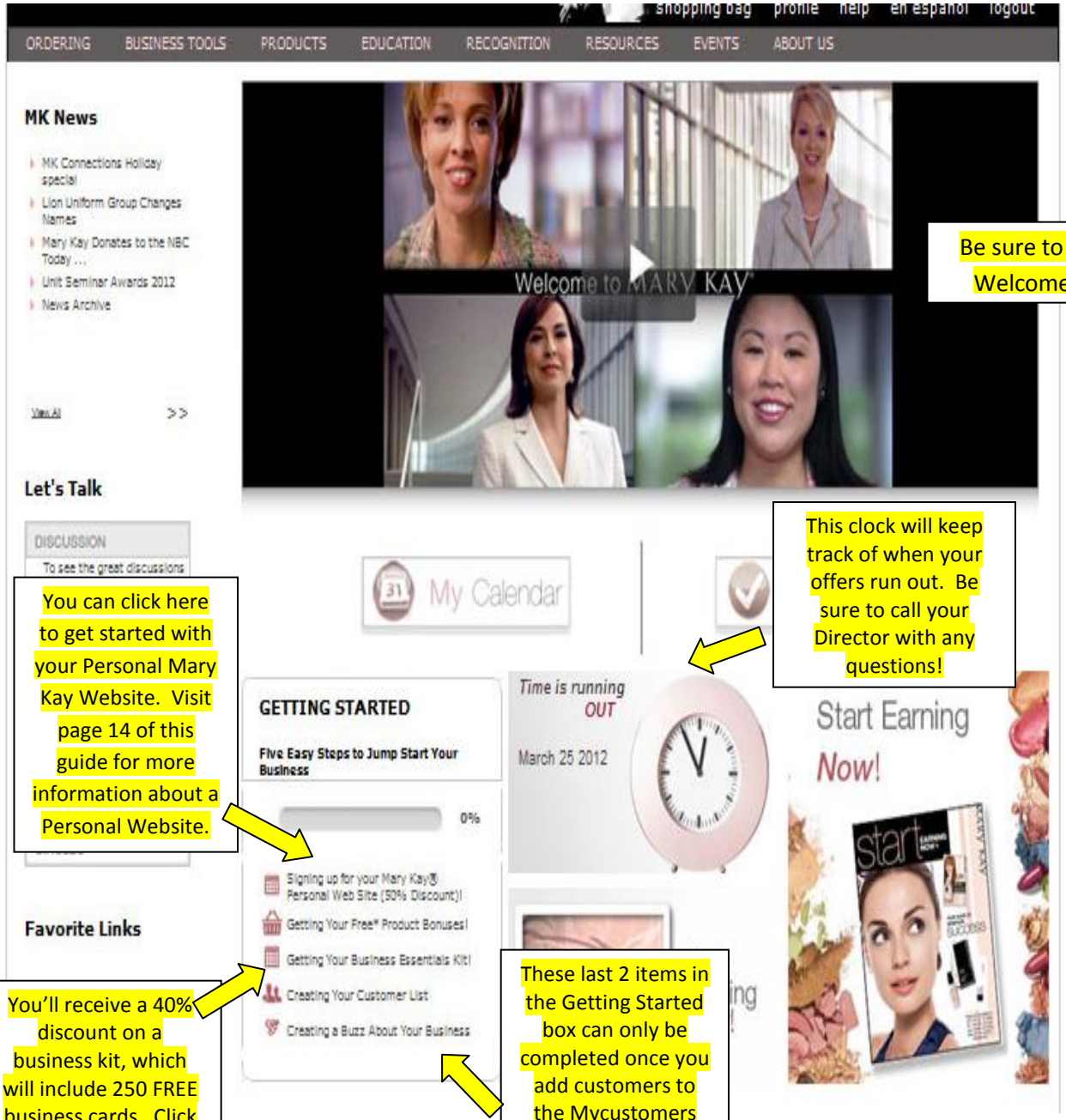
After completing this page, click "Next."

Your next screen will be the Mary Kay InTouch Home page. Please feel free to explore the entire Intouch site when you have extra time. For now, this Quick Reference Guide will highlight the subjects that are especially important to New Consultants.

THIS IS THE LAST PAGE OF THIS SECTION

A Quick Review of the InTouch Home Page for New Consultants

If you are a New Consultant, your InTouch Home Page will contain special items just for you! These special items are highlighted below.



Be sure to play this Welcome video!

This clock will keep track of when your offers run out. Be sure to call your Director with any questions!

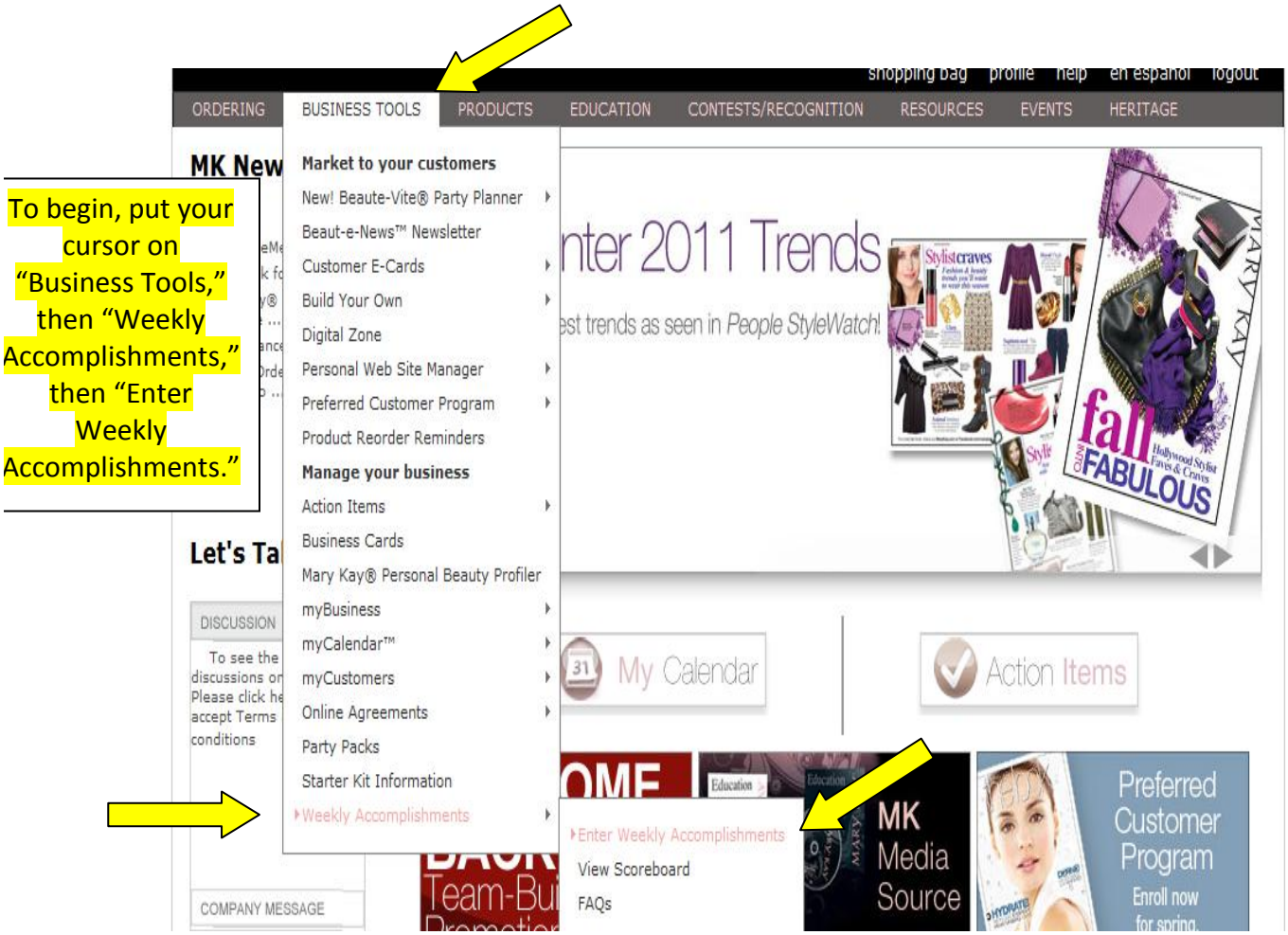
You can click here to get started with your Personal Mary Kay Website. Visit page 14 of this guide for more information about a Personal Website.

You'll receive a 40% discount on a business kit, which will include 250 FREE business cards. Click here to begin!

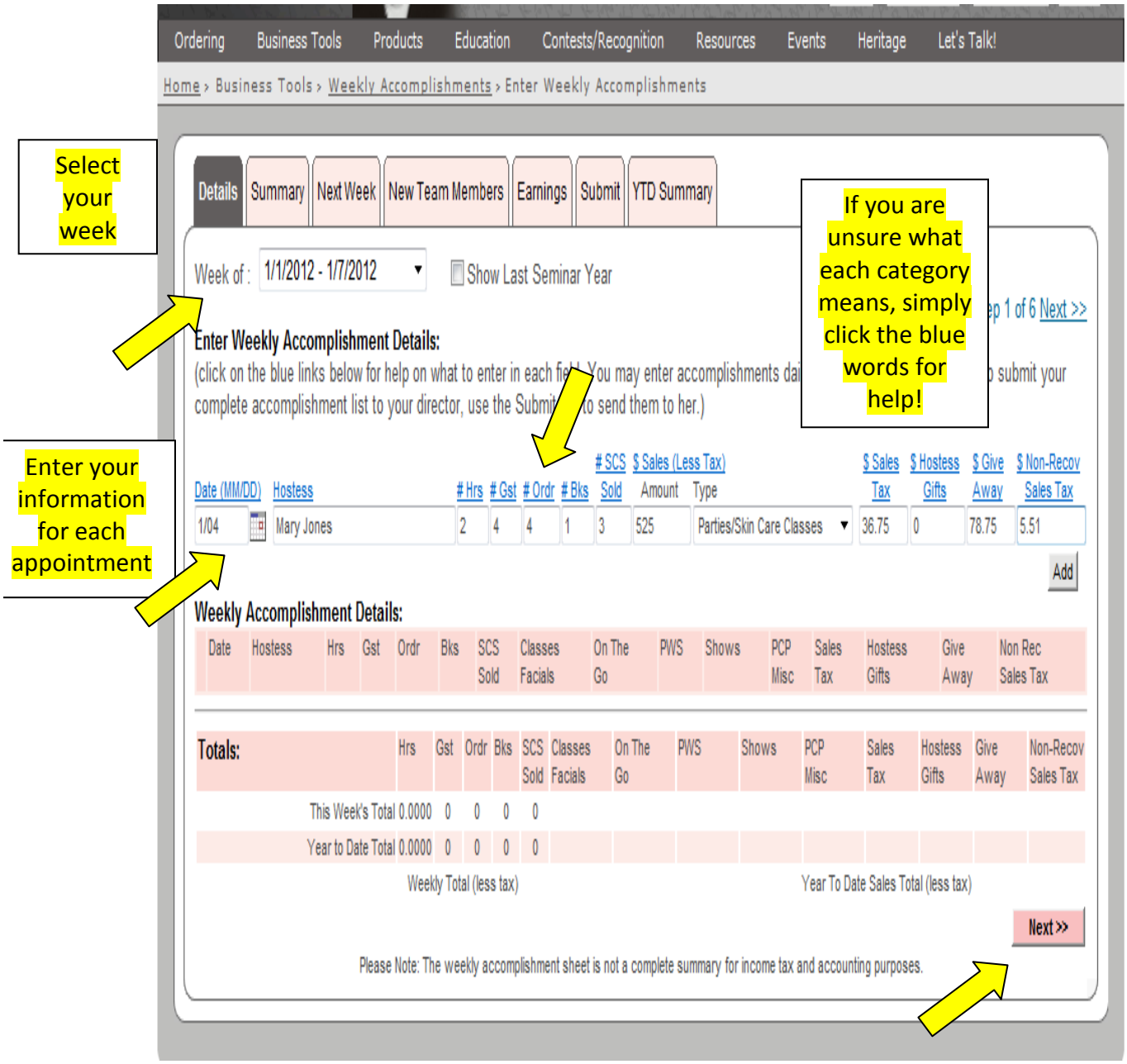
These last 2 items in the Getting Started box can only be completed once you add customers to the Mycustomers section of InTouch. Visit page 44 of this guide for more information about MyCustomers.

Entering your Weekly Accomplishments on InTouch

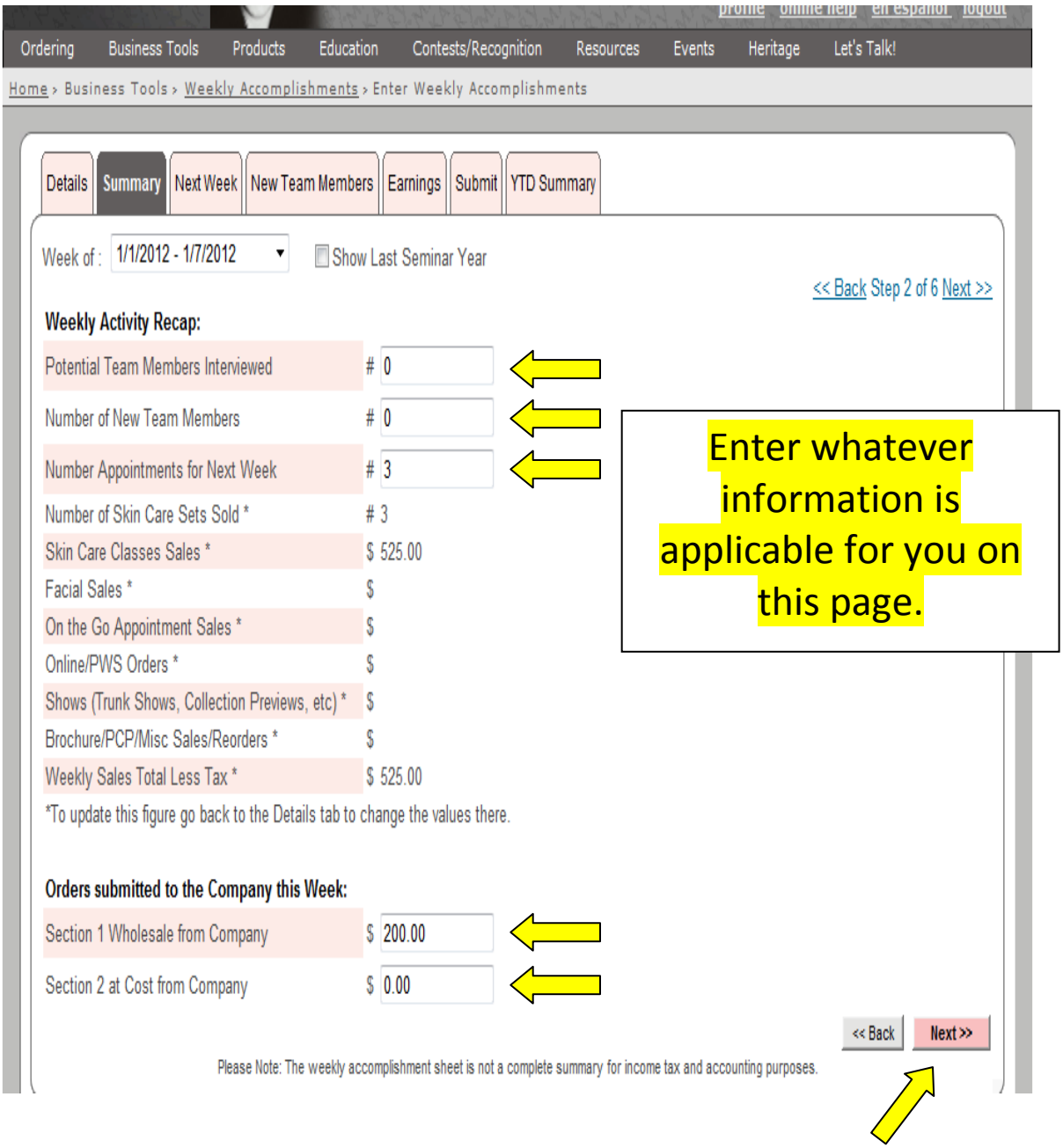
There is a great feature on InTouch that allows you to report your Weekly Accomplishments to your Director in a few short steps. When you use the Weekly Accompishments feature, you'll be able to report your weekly sales, upcoming appointments and any questions you have about your business. ***Please be sure to find out what day your Director requests your Weekly Accomplishments.***



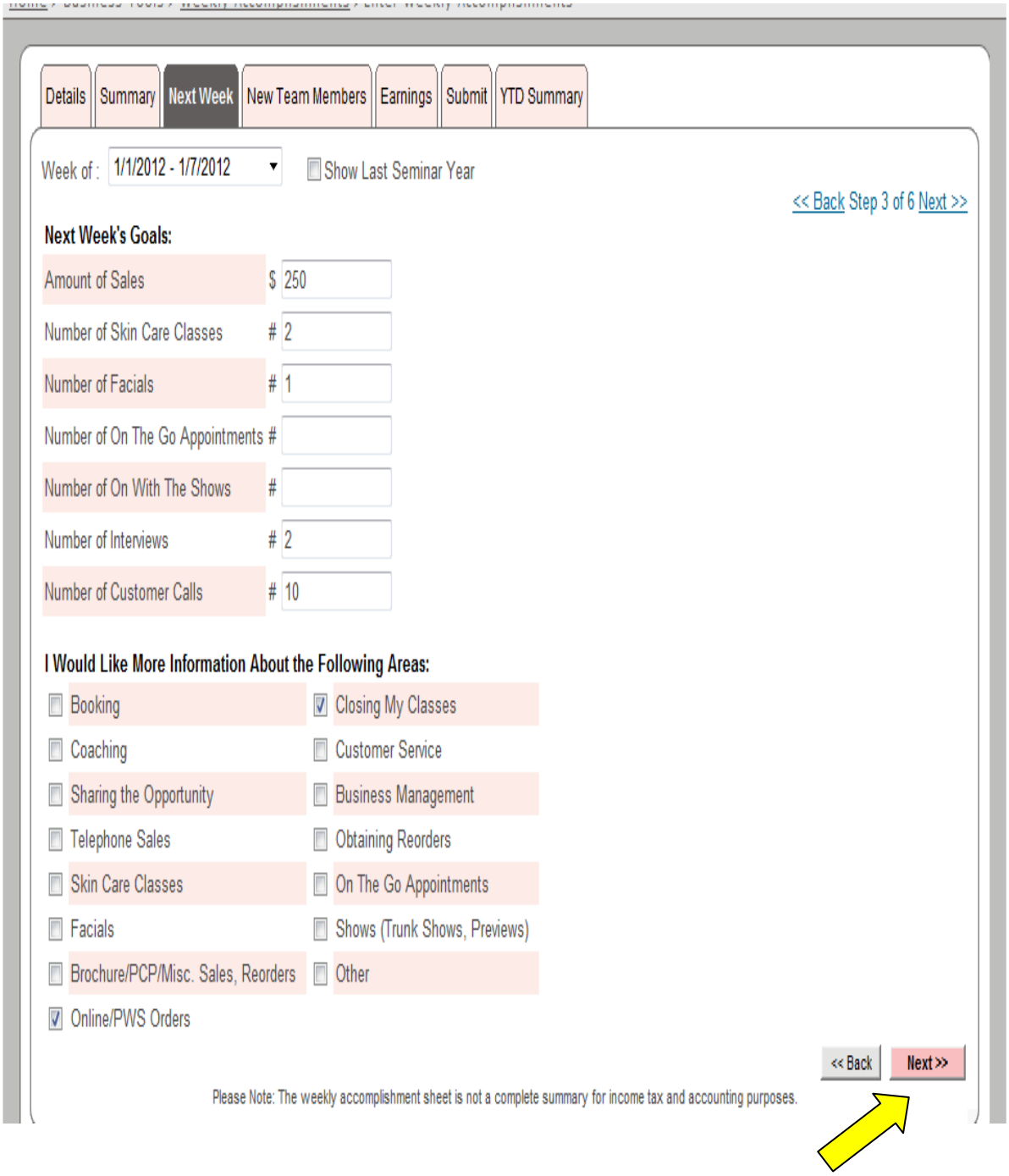
In Step 1, you'll enter information for each appointment for a particular week. When you're finished entering all of your information, click "Next," at the bottom right.



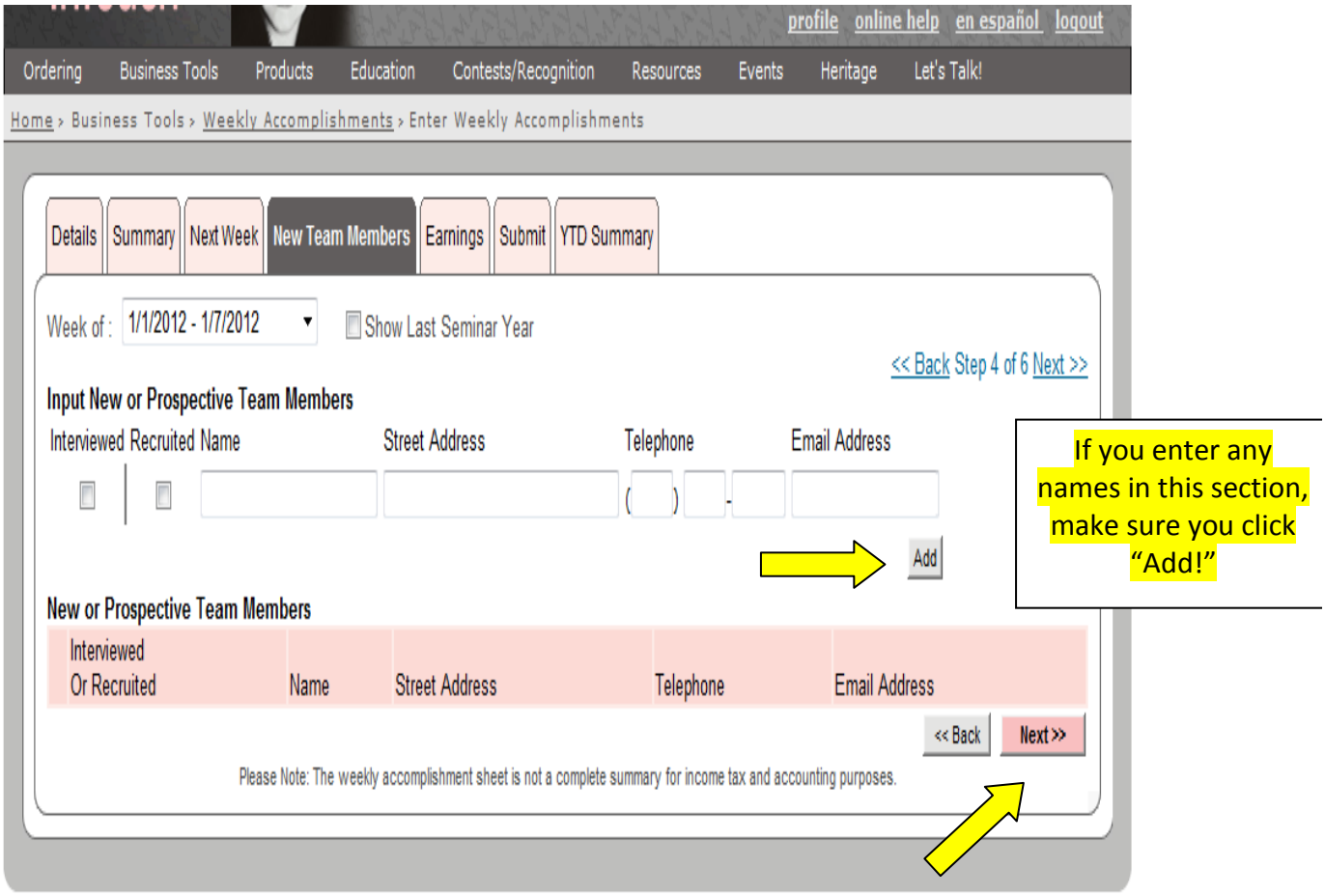
Step 2 is basically a Summary page, however, there are a few categories you should enter information. When you're finished, click "Next," at the bottom right.



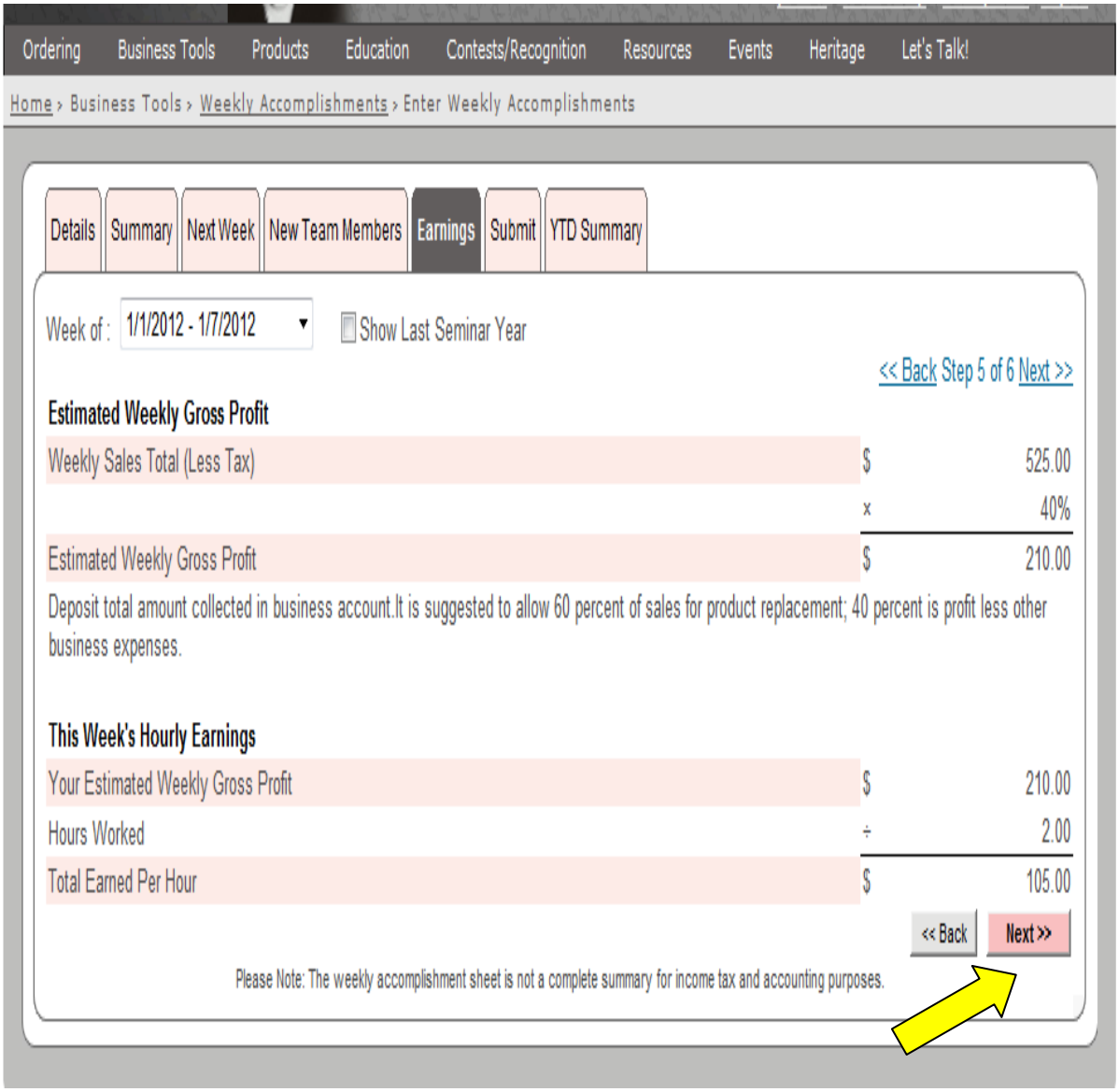
In Step 3, you'll enter your goals for the next week. You'll also be able to tell your Director where you may need help with your business. When you're finished with this page, click "Next," at the bottom right.



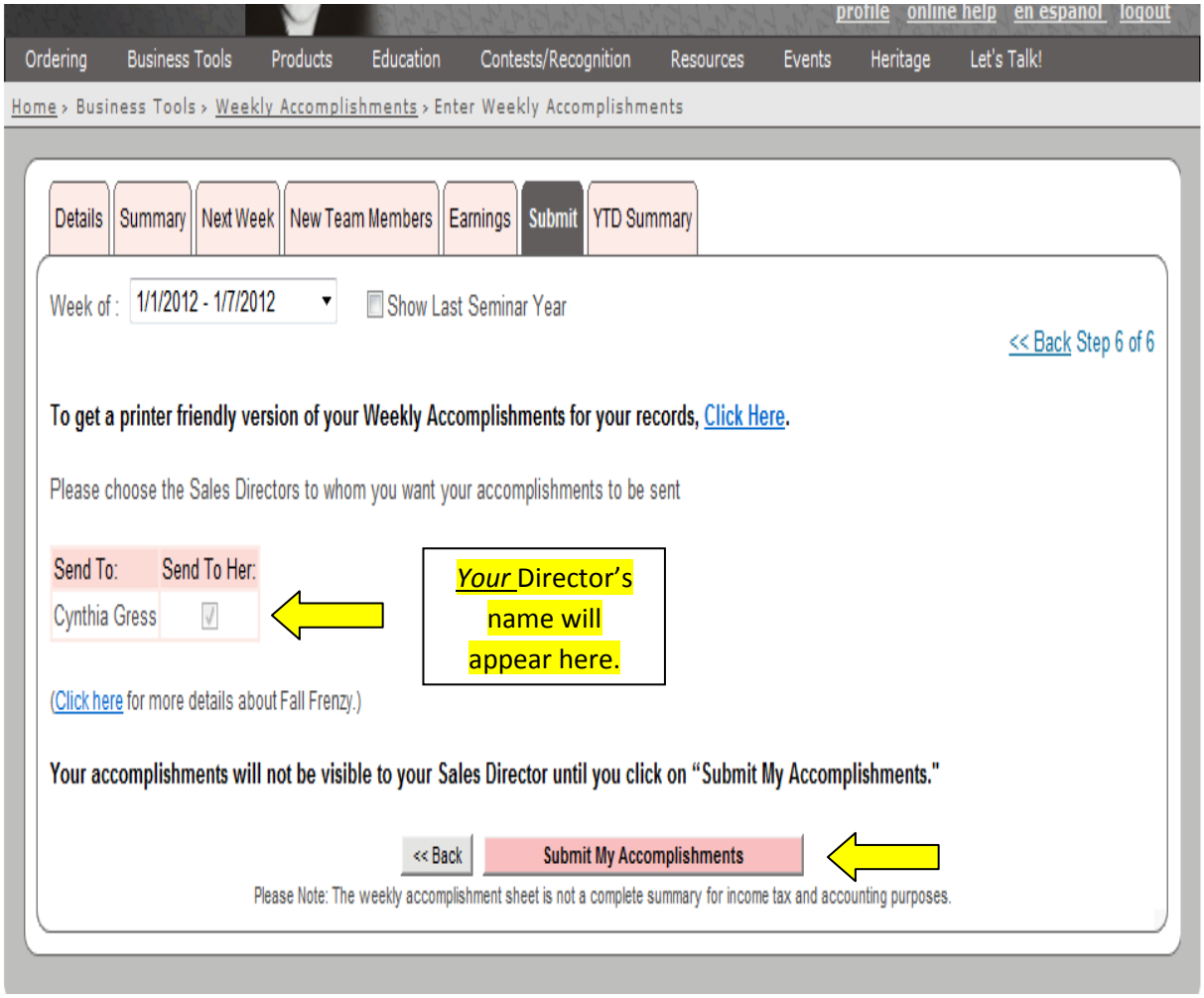
In Step 4, you'll be able to enter information regarding any new prospects or business partners. If you are unsure what "prospects" or "business partners" mean, please call your Director! When you're finished with this page, click "Next," at the bottom right.



The page in Step 5 is informational. It's all about your Earnings for the week. If you do not understand the information on this page, please call your Director! When you're finished with this page, click "Next," at the bottom right.



On the final page, your Sales Director's name will appear and you'll simply click "Submit My Accomplishments."



THIS IS THE LAST PAGE OF THIS SECTION

CREATE YOUR PERSONAL MARY KAY WEBSITE

As a Mary Kay Independent Beauty Consultant, you have the option of having a Personal Mary Kay Website.

Here are some questions to ask yourself regarding your Personal Website, otherwise abbreviated PWS:

1.) Why do I need a Personal Website? Doesn't Mary Kay have one?

Yes, there is a general Mary Kay website at www.marykay.com. Customers can visit that site and view the products, however, they cannot purchase products directly from that site. Orders can only be placed with Consultants.

So, the first benefit of having a PWS would be the fact that your friends, relatives and other customers can place orders directly with you, online, 24/7.

2.) Do I have the opportunity to pick my own features on my PWS?

Yes, you will be able to make choices on certain features, such as displaying the details of the Hostess Program, offering free samples and offering limited edition products.

3.) How will my customers find my PWS?

Of course you will be able to list your PWS on your business cards and you should also email your PWS address to your friends and family, but Mary Kay has another feature to help you find customers.

On the www.marykay.com general website, there is a Find-A-Consultant feature. This feature works 2 ways. First, if one of your customers forgets your PWS address (or they didn't put it in their favorites) they can simply enter your name and state in the Consultant Finder and they'll be linked directly to your PWS.

Second, if a customer does not have a Mary Kay Beauty Consultant, but wishes to purchase products, they must locate a Consultant in their geographic area. These customers would simply enter their own zip code into the Consultant Finder and your name may appear. When you set up your PWS, you'll have the chance to select zip codes from where you want to find customers. (This will be explained in detail in the following section of setting up your PWS.)

4.) How do my customers pay for their orders when they order online?

Your customers can either pay with a credit/debit card, through the secure online payment system, or they can pay you directly with a check or cash. Your customers choose their method of payment at checkout.

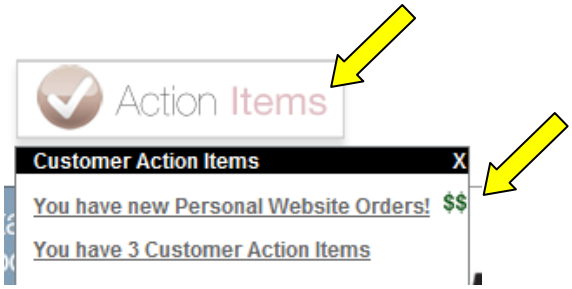
5.) How will I know when a customer places an online order?

You'll be notified about PWS orders in 2 ways:

1. Through email - You'll receive an email alerting you to an online order. When you open your email, you'll link directly to your InTouch site for the order details.

2. On the home page of your InTouch site - When you have an online order, there will be green $$ in your Action Items box. Just click "Actions Items" first, then click the $$ and you'll link to the details of the order.

When you see the $$, in your Actions Items box, just click them and you'll link to the details of your online order!



6.) Is there any cost involved for my PWS?

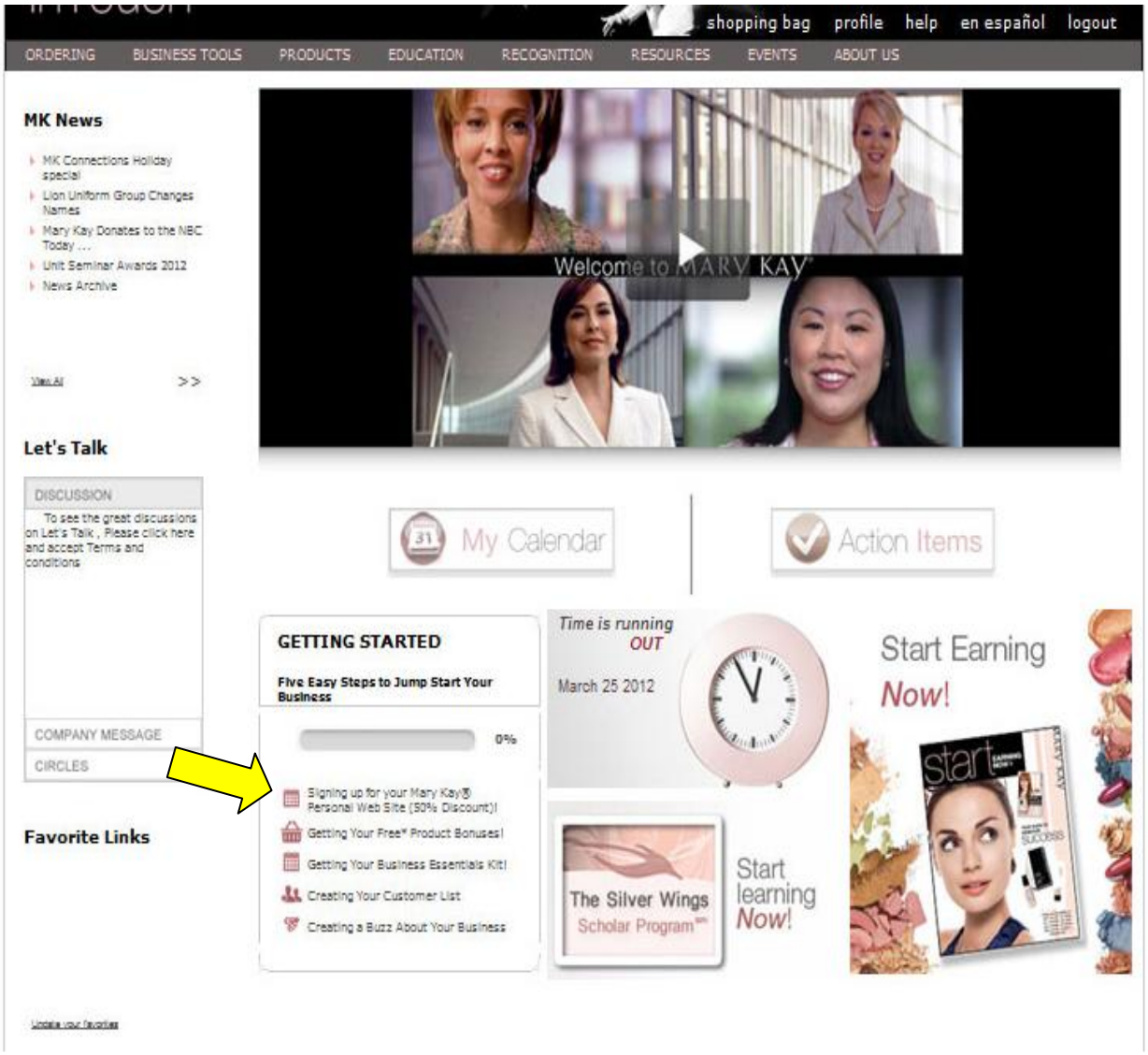
Yes, there is an amount you pay once a year and here's the great news…as a New Consultant you'll receive a 50% discount for your first year! For only $25, you'll enjoy a full year of your Personal Mary Kay Website! Then, when your year is up, you can decide if you'd like to continue your website for only $50. You are not obligated to renew your website after the first year if you don't want to.

So…let's get started!

The following section covers each step when setting up your Personal Mary Kay Website.

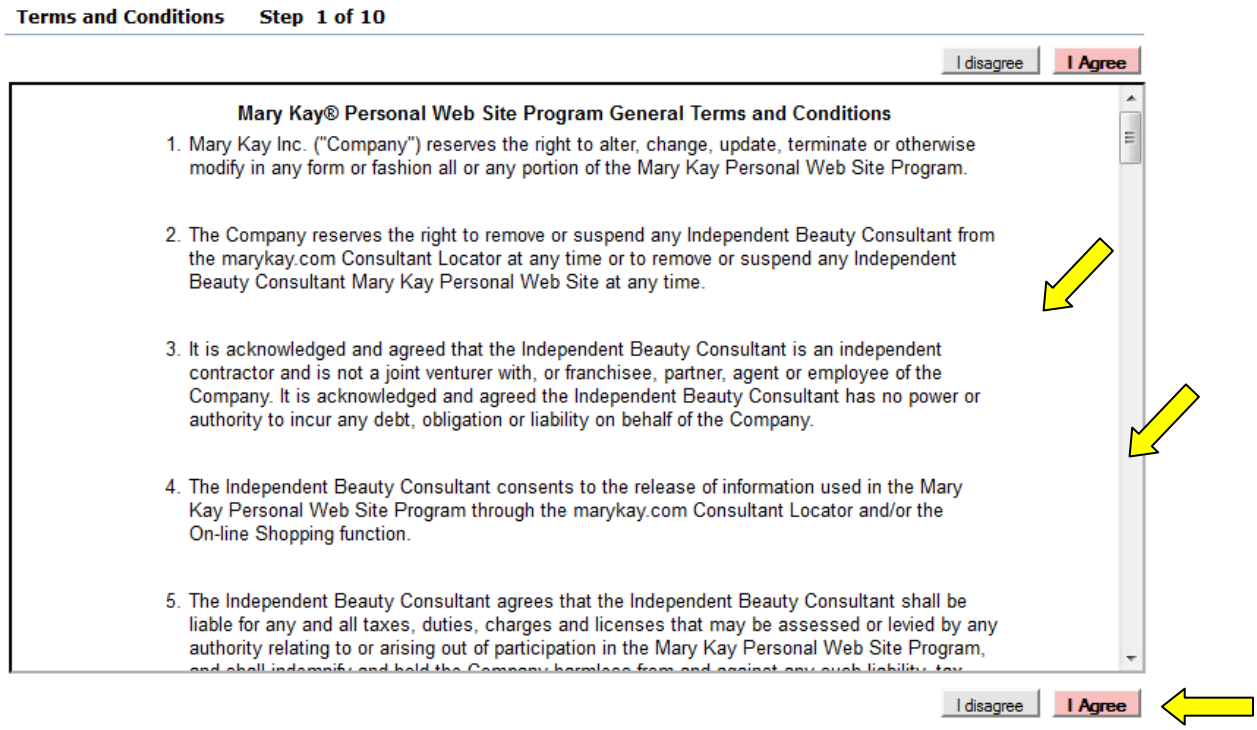
SETTING UP YOUR PERSONAL MARY KAY WEBSITE

Starting at your Home page of Mary Kay InTouch, simply click "Signing up for your Personal Mary Kay Website. See the yellow arrow below.



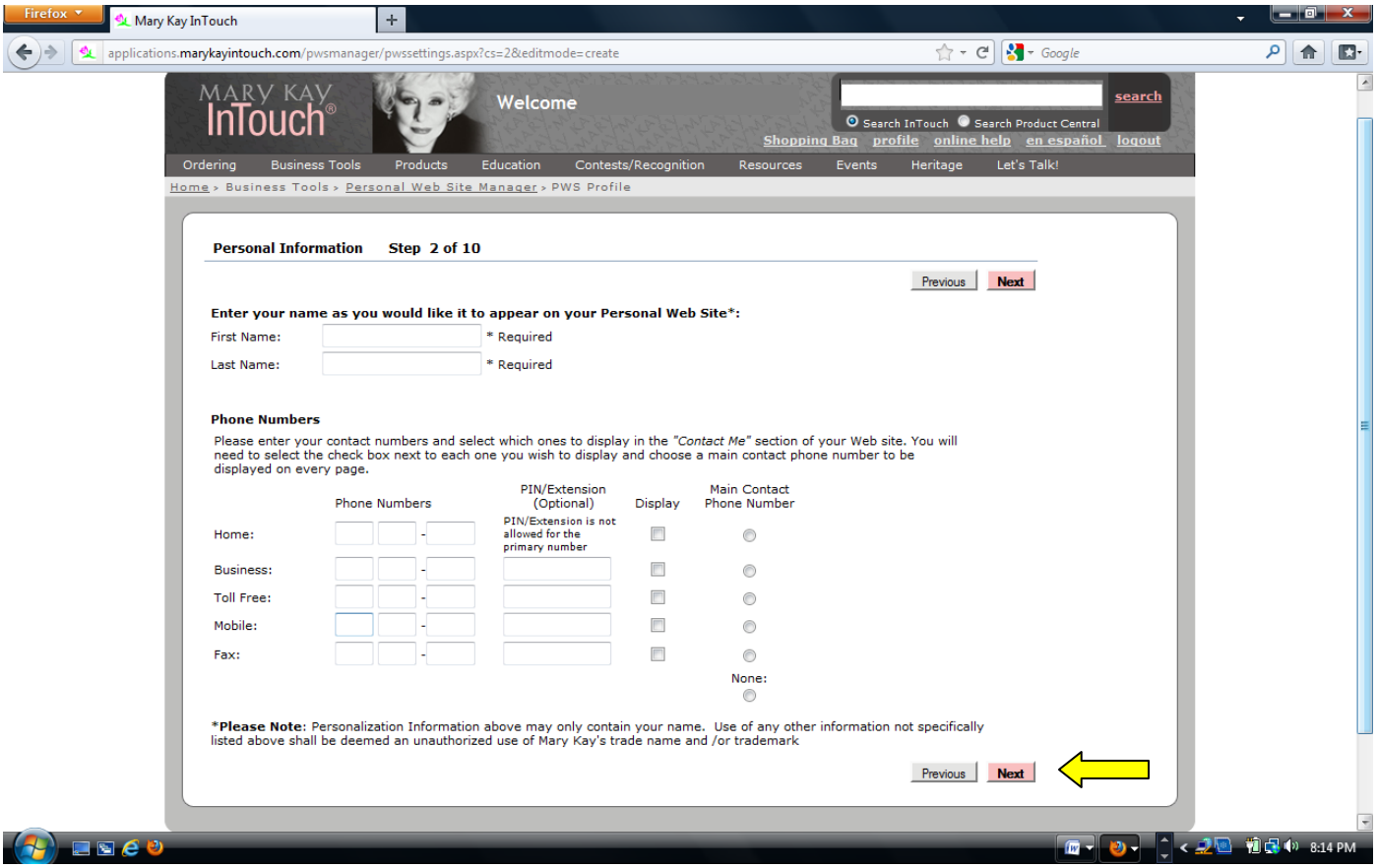
There are 10 steps to completing your PWS.

Your first screen will look like this:



On this screen, review the terms and conditions and select “I Agree.”

On the screen for Step 2, you will confirm how your name and phone should appear on your PWS.



When you have entered all of this information, click "Next."

On the screen for Step 3, you will complete your PWS Profile. If you don't have, or don't want, your picture on the web site, you do not have to upload a picture.

Just fill out whatever information you want posted on your PWS and click "Next."

PWS Profile **Step 3 of 10**

Previous **Next**

The information you provided here will be public.

Upload Profile Picture: Upload Profile Picture

Facebook Profile Url:

Twitter Url:

Linked In Public Profile Url:

How will you provide Golden Rule service to your customers: English Spell Check

Sample text...

If you're not sure what to write for your Golden Rule service to your customers, just click "Sample Text" for an idea!

*** 500 Character Maximum**

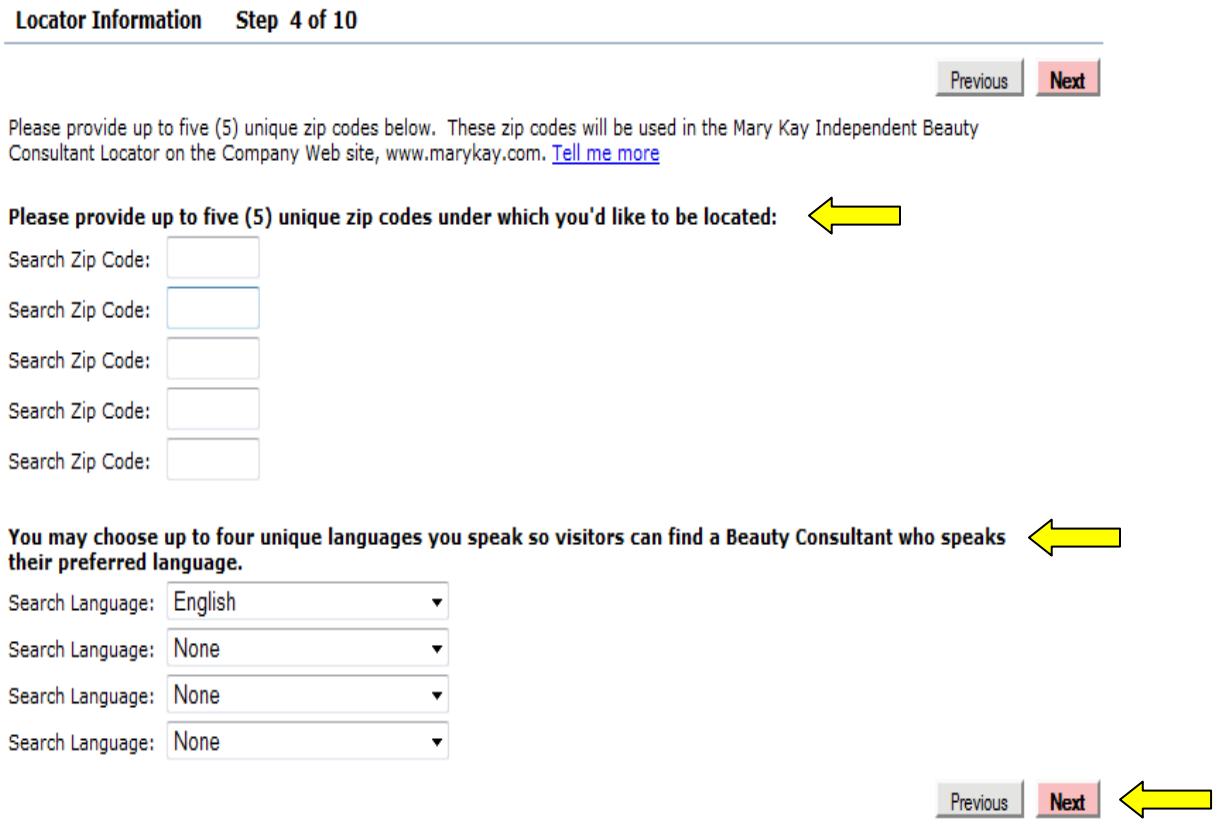
Specialties (choose up to 5):

- Bridal Looks
- Makeovers
- On-trend Looks
- Quinceañera
- Foundation Shade Matching
- Skin Care Solutions
- Gift Giving
- Age Fighting Skin Care
- Looks for your Lifestyle
- Makeup Application
- Mother-daughter parties
- Fragrance and Body Care
- Facials
- Corporate Gifts
- Color Consultations
- Image Consulting

Earlier in this Quick Reference Guide, I mentioned that new customers can locate you by entering their zip code on the general Mary Kay website for customers.

On this screen, you can enter up to 5 zip codes from wherever you want customers to find you from. For example, if you want new customers from your own town to locate you, then enter your town's zip code.

You can also choose up to 4 languages that you speak fluently, so you can attract new customers who also speak those languages.



When you've entered all of the locator information, please click "Next."

On the screen for Step 5, Mary Kay will give you your official web site address. Please take note of this address. You can use this address on your business cards.

Site Information **Step 5 of 10**

Previous **Next**

Because you have already activated your FREE marykay.com e-mail address, your web site address is listed below, as they must match. Click the NEXT button to go to the next section.

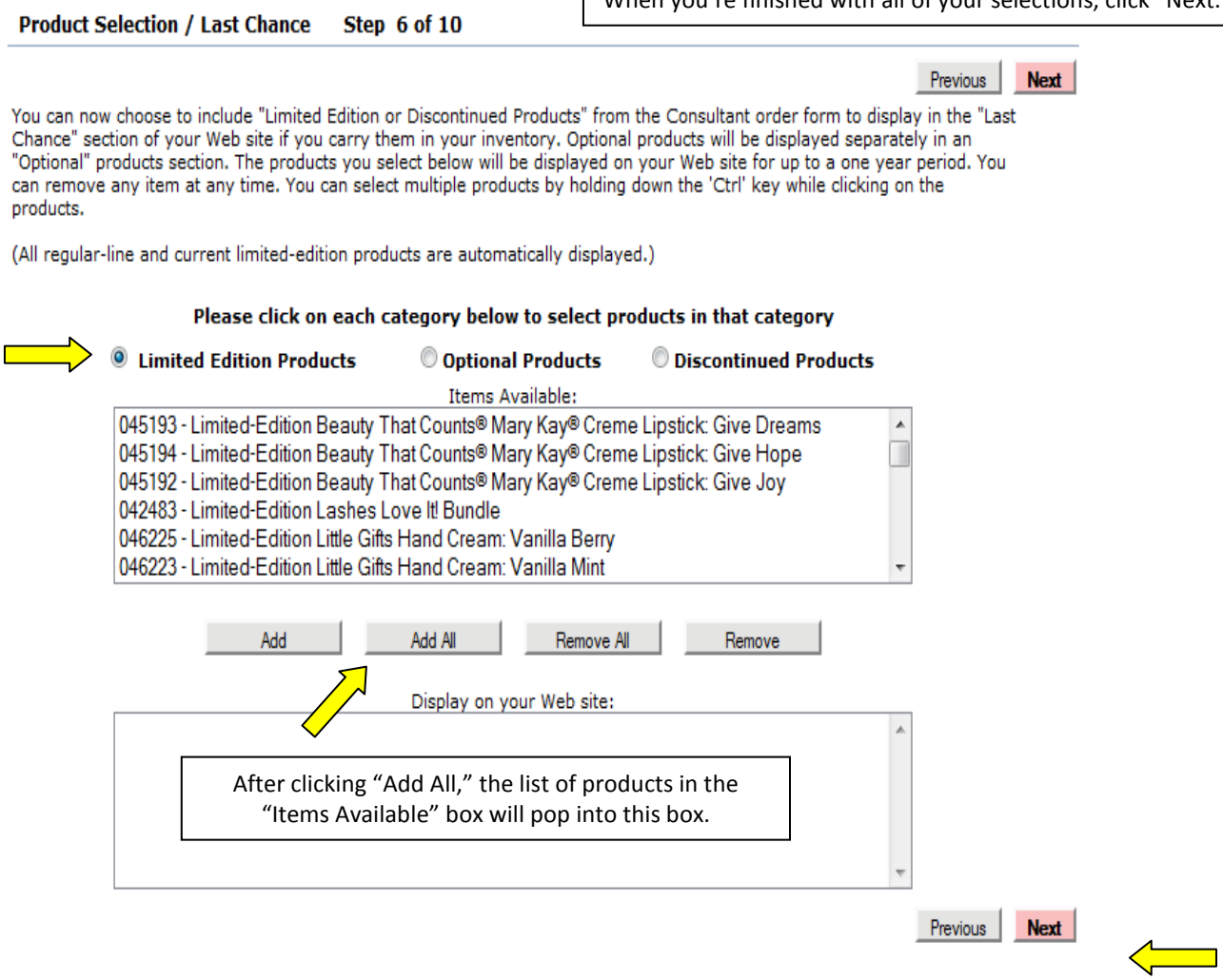
Your website address is www.marykay.com/yourname

Then click "Next."

On the screen for Step 6, you will be able to choose what Limited Edition, Optional or Discontinued Products you'd like to display on your PWS.

Limited Edition Products are specific products from previous quarters that are only available until supplies last.
Optional Products are products that are not shown in The Look, but can be shown on your website. For example, Day Radiance Cream Foundation is mentioned in The Look, but not displayed. However, you can choose to include them on your website.
Discontinued Products are regular line products that have been officially discontinued, but supplies may still remain in stock. Discontinued Products are never shown in the current Look.

If you want to display the Limited Edition Products, click the dot next to that category and then click "Add All." You'll see the list of products pop into the bottom box labeled "Display on your Website."
If you want to add the Optional Products, click the dot next to that category. A new list of products MAY appear. Simply click "Add All," as noted above.
And if you want to add the Discontinued Products, click the dot next to that category. A new list of products MAY appear. Simply click "Add All," as noted above.
When you're finished with all of your selections, click "Next."



After following and completing the directions on this screen, click "Next."

On this screen for Step 7, you can decide if you want to display Free Shipping on your PWS.

You will also decide if you want to send Product Reminder emails to your customers.

There is no right or wrong answers to these choices. It is completely up to you!

Free Shipping Ad / Product Reorder Reminders **Step 7 of 10**

Previous Next

Free Shipping What's this?

Yes, I would like to display the Free Shipping advertisement on my Web site.

No, I would not like to display the Free Shipping advertisement on my Web site.

Provide Golden Rule service by advertising your "Free Shipping" benefit to your consumers. When you select this feature, a mini advertisement will display on the "My Free Offers" page of your PWS.

In these steps you can choose to:

- show the free shipping advertisement
  OR
- not promote the free shipping at all so no shipping information will appear on your Web site

Product Reorder Reminder E-mail Notification What's this?

Yes, I would like to send my customers product reorder reminder notifications via e-mail.

No, I do not wish to send my customers product reorder reminder notifications via e-mail.

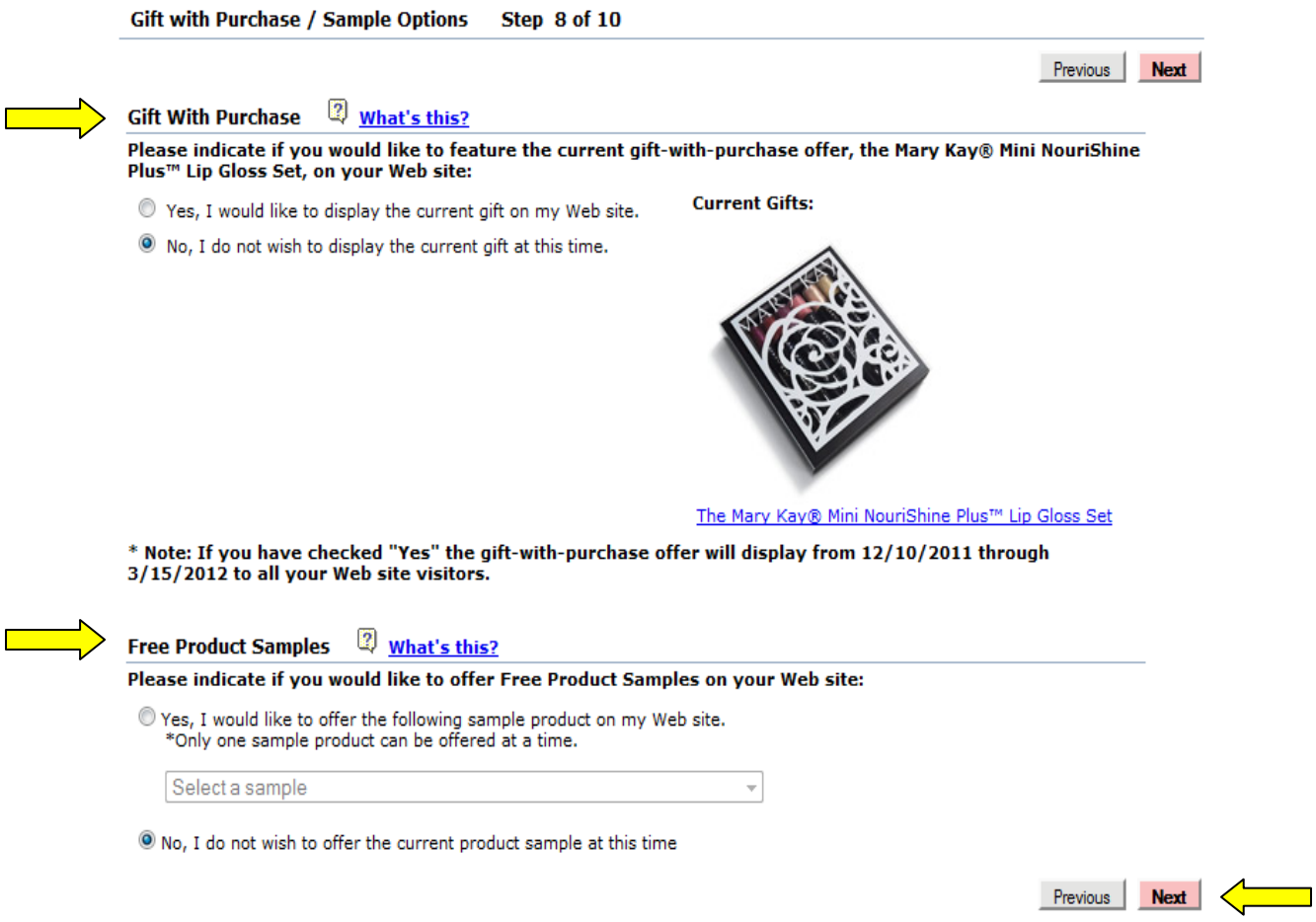
Previous Next

When you have finished making your choices on this screen, click "Next."

On this screen for Step 8, you can decide if you want to display the Gift with Purchase program on your PWS. If you do not know what the Gift with Purchase program is, you can click “What’s this?” or call me.

You will also decide if you want your customers to have the option of requesting a sample. If you choose “yes” to the sample option, you must also select what sample product you want displayed.

Again, there is no right or wrong answers to these choices. It is completely up to you!

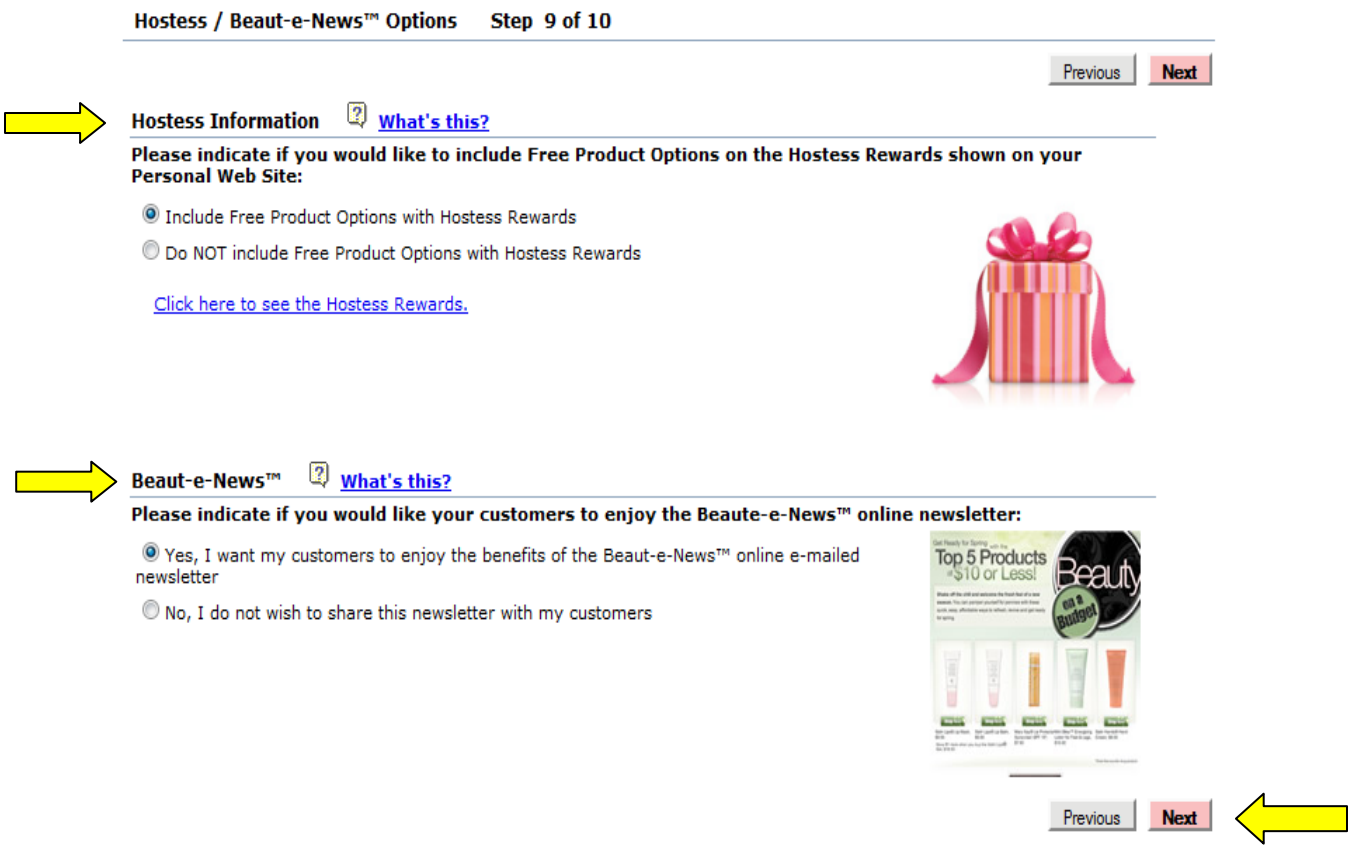


When you have finished making your choices on this screen, click “Next.”

On this screen for Step 9, you can decide if you want to display the Hostess Rewards Program on your PWS.

You will also decide if you want to send the Beauty-e News online newsletter to your customers.

Once again, there is no right or wrong answers to these choices. It is completely up to you!



When you have finished making your choices on this screen, click "Next."

This is your last screen! One more step and your PWS will be up and running immediately.

This is the payment screen. Enter you payment information and click “Purchase.”

The next page will be a receipt for your purchase. Please print a copy for your records.

Payment Information **Step 10 of 10**

Previous Purchase

Your **12** month subscription will cost **$25.00**. Due to the set-up costs involved, this subscription is fully earned and **non-refundable**. Please check to be sure your payment information is correct below. When you have entered all of the required information, press the "Purchase" button below to process payment. Credit Card processing may take several minutes. Please wait until the process is complete before proceeding.

Subtotal:	$25.00
Shipping:	$0.00
Tax:	$0.00
TOTAL:	$25.00

*All fields are required information.

Credit Card Billing Information
(Exactly as it appears on your credit card statement)

Card Number: Please do not enter any dashes or spaces

Type: Visa

Expiration Date: January 2011

Name on card:

Billing Address:

ZIP Code:

Previous Purchase

Important final notes about your Personal Website:

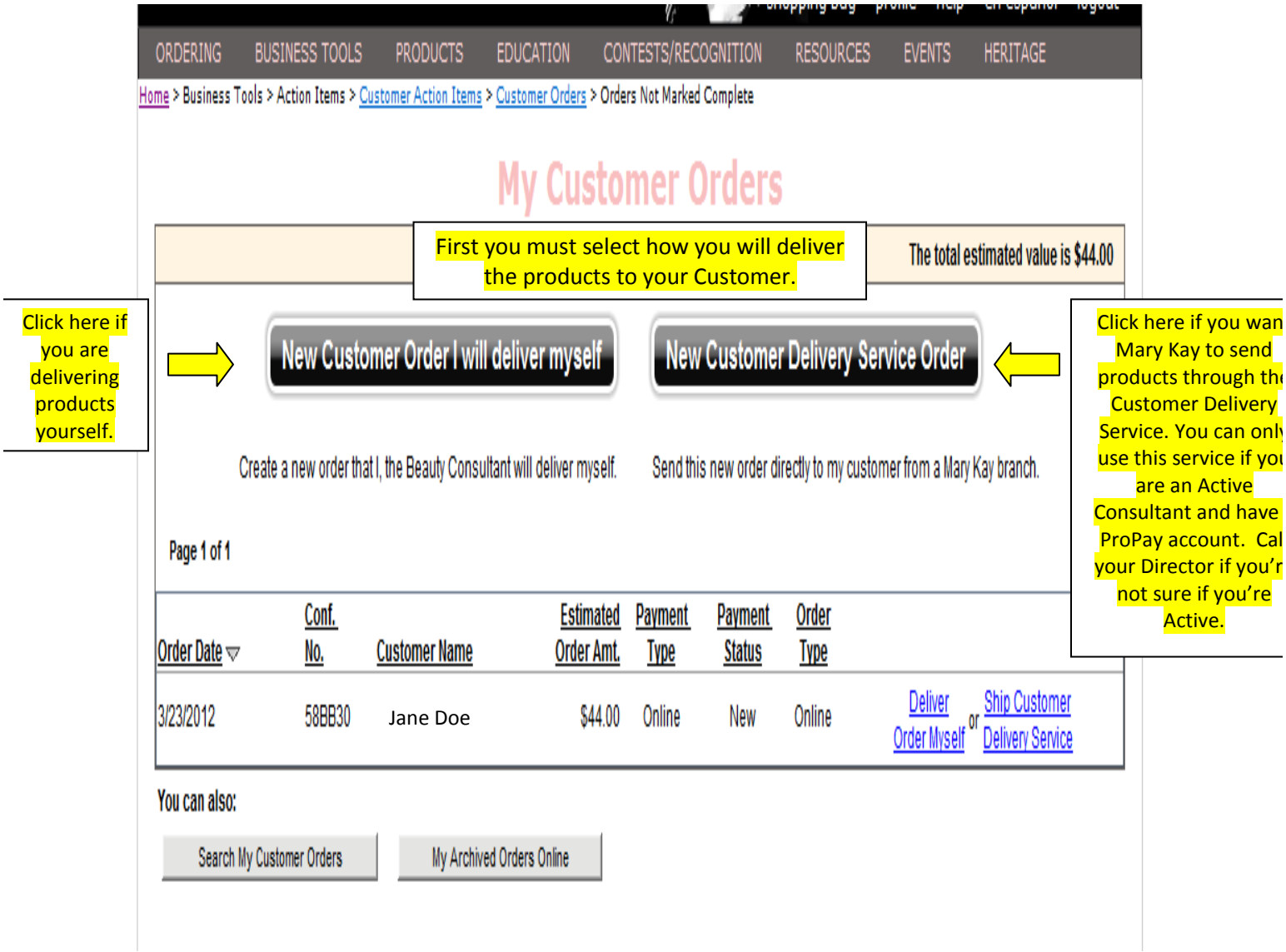
1) After you print your receipt, you should visit your new website and familiarize yourself with your own website, the one that your customers will be shopping on!

2) You can also make changes to your website any time you want, so don’t worry if you think you made a mistake when you set it up. You can change the zip codes in the Locator Page or anything else. If you need to make any changes, from the InTouch Home Page click “Business Tools” and then click “Personal Website Manager.”

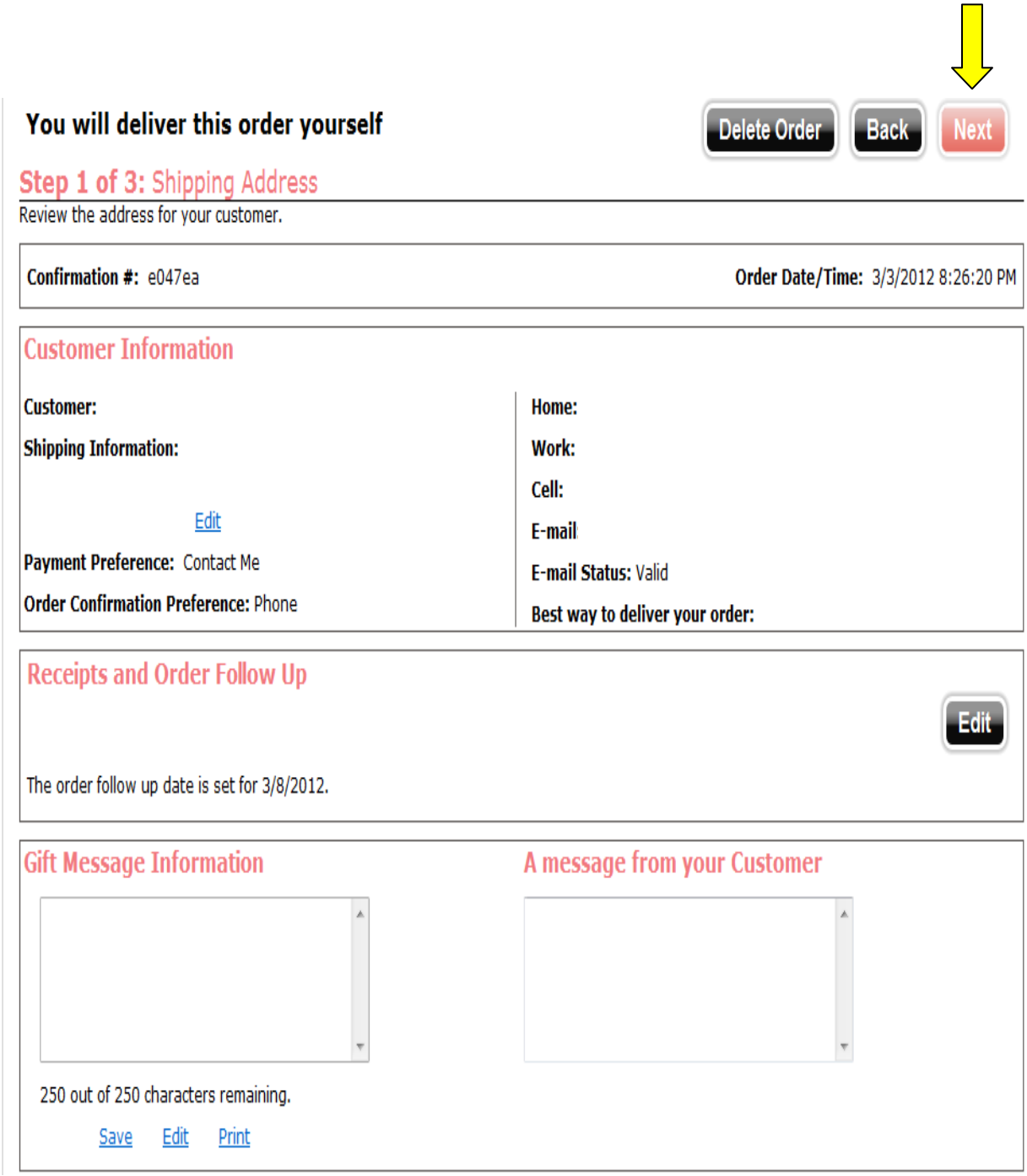
THIS IS THE LAST PAGE OF THIS SECTION

Processing an Order Received from Your Mk Website

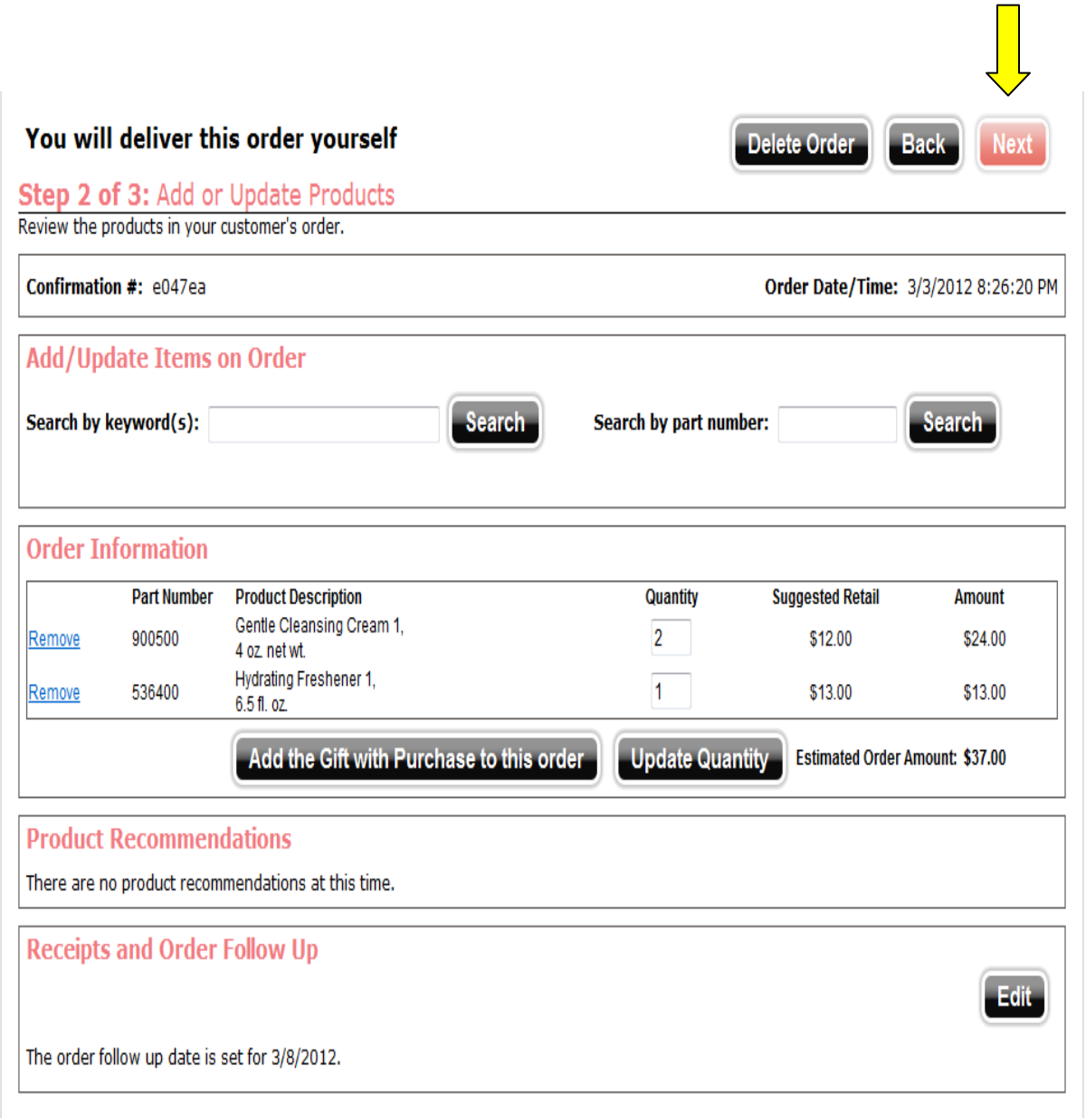
On page 15 of this Reference Guide you were shown how you'll receive notification of a website order. Once you click into one of those notifications, you'll see the following:



Whether you deliver the order yourself or use the Customer Delivery Service, your 1st Step is to review the shipping address. When you are finished with this screen, click Next. You may also go back or delete the order.



Whether you deliver the order yourself or use the Customer Delivery Service, your 2nd Step is to add or update products. When you are finished with this screen, click Next. You may also go back or delete the order.



If you are delivering the order yourself, this will be the final screen. You may also go back or delete the order before completing the payment information. If you are using the Customer Delivery Service, please skip this page.

You will deliver this order yourself

Delete Order | Back

Step 3 of 3: Payment

Determine what to charge your customer, create a receipt, or set a follow-up date for this customer order.

Confirmation #: e047ea **Order Date/Time:** 3/3/2012 8:26:20 PM

Payment Information

As you determine the amount you will charge your customer, remember:
- You have 'Free Shipping' displayed on your Personal Web Site.
- You need to calculate the amount of tax to charge your customer. This order's tax rate is 7.00 %.
- Standard ProPay® transaction fees will apply.
- You decide the price you charge your customer for products and the

Estimated Order Amount for Suggested Retail: $37.00

How will you pay for your order?

Enter Credit Card OR Mark Order As Paid

If your Customer is paying by cash or check, click Mark Order As Paid. If your Customer wants to pay by debit or credit card but they did not enter the info on-line, click Enter Credit Card and enter the card info yourself.

Amount to charge customer's credit card: what's this?

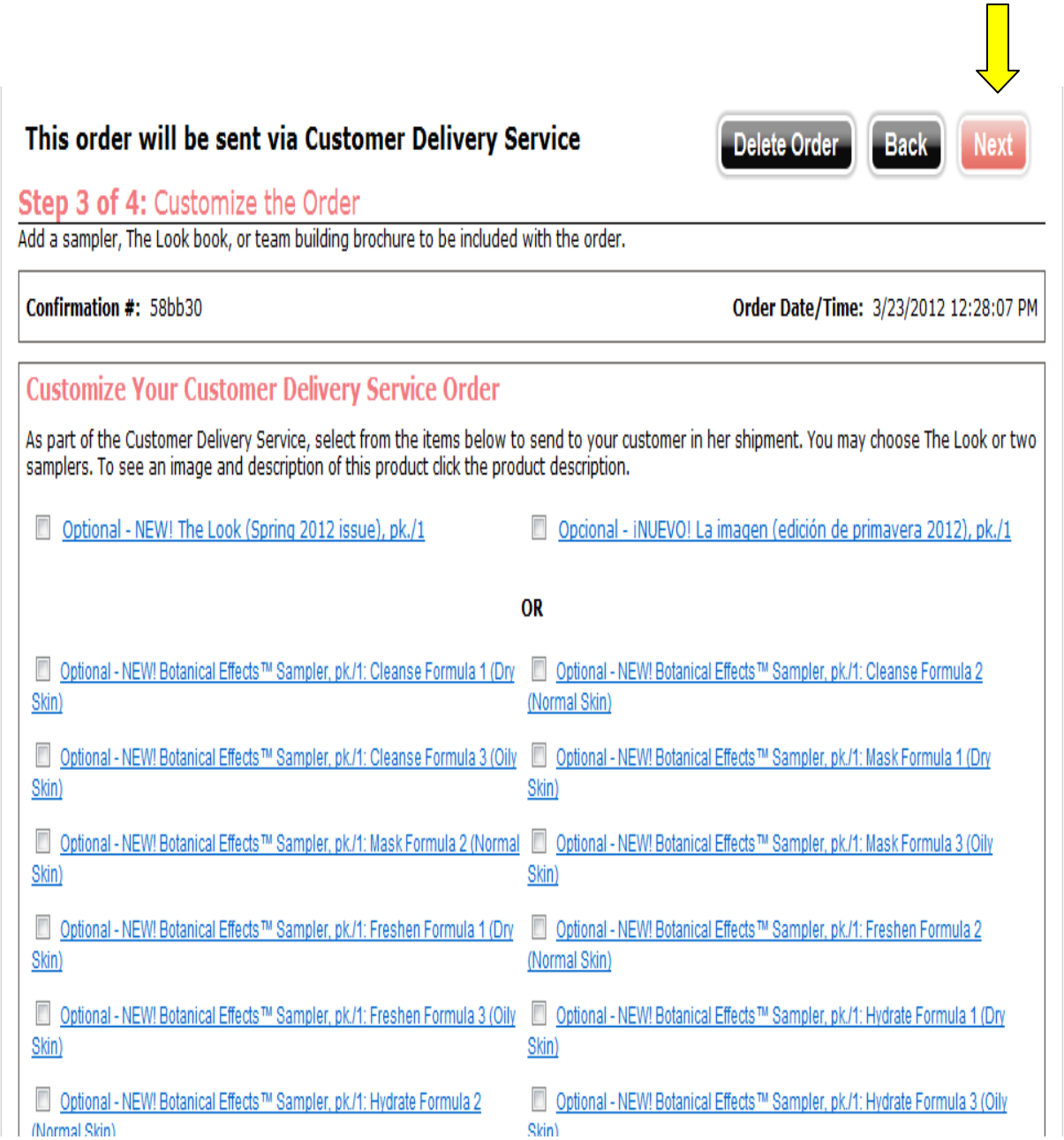
If your Customer entered credit or debit card info on-line, you only need to enter the total amount of the order, being sure to include tax.

Receipts and Order Follow Up

Edit

The order follow up date is set for 3/8/2012.

If you are using the Customer Delivery Service, your 3rd Step lets you customize the order with several options. Just select the option that suits your customer. You may choose The Look or two samplers at no additional cost to you. Click Next when you're done.



This order will be sent via Customer Delivery Service

Delete Order | Back | Next

Step 3 of 4: Customize the Order

Add a sampler, The Look book, or team building brochure to be included with the order.

Confirmation #: 58bb30 **Order Date/Time:** 3/23/2012 12:28:07 PM

Customize Your Customer Delivery Service Order

As part of the Customer Delivery Service, select from the items below to send to your customer in her shipment. You may choose The Look or two samplers. To see an image and description of this product click the product description.

- Optional - NEW! The Look (Spring 2012 issue), pk./1
- Opcional - ¡NUEVO! La imagen (edición de primavera 2012), pk./1

OR

- Optional - NEW! Botanical Effects™ Sampler, pk./1: Cleanse Formula 1 (Dry Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Cleanse Formula 2 (Normal Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Cleanse Formula 3 (Oily Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Mask Formula 1 (Dry Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Mask Formula 2 (Normal Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Mask Formula 3 (Oily Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Freshen Formula 1 (Dry Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Freshen Formula 2 (Normal Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Freshen Formula 3 (Oily Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Hydrate Formula 1 (Dry Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Hydrate Formula 2 (Normal Skin)
- Optional - NEW! Botanical Effects™ Sampler, pk./1: Hydrate Formula 3 (Oily Skin)

If you are using the Customer Delivery Service, this is your final Step.

Step 4 of 4: Payment

Determine what to charge your customer and provide payment for the final amount you owe Mary Kay. You can also create a receipt and set a follow-up date for this customer order.

Confirmation #: 58bb30 **Order Date/Time:** 3/23/2012 12:28:07 PM

You accepted the terms and conditions for using Customer Delivery Service on 11/25/2009. Click here to review if needed.

For information on how we calculate taxes click here.

Product Description	Suggested Retail	Quantity	Wholesale	Tax Rate	Tax Amount	Cost
TimeWise® 3-In-1 Cleanser (Normal/Dry)	$18.00	1	$9.00	8.75 %	$1.58	$9.00
TimeWise® Age-Fighting Eye Cream	$26.00	1	$13.00	8.75 %	$2.28	$13.00
Taxable Amount:	$49.00				**Cost:**	$22.00
					Shipping and Handling Fee:	$5.00
					Tax Amount:	$4.29
					Consultant Cost:	$31.29

Payment Information

As you determine the amount you will charge your customer, remember:
- You have 'Free Shipping' displayed on your Personal Web Site.
- You need to calculate the amount of tax to charge your customer. This order's tax rate is 8.75 %.
- Standard ProPay® transaction fees will apply.
- You decide the price you charge your customer for products and the final order total.

Estimated Order Amount for Suggested Retail: $44.00

How will you pay for your order?

Submit your Customer's Credit Card OR Use Pro Pay

Propay funds can not be used on orders paid by credit card

Amount to charge customer's credit card: what's this?

Since Mary Kay is mailing out the product to directly your Customer, you must pay Mary Kay for the products. The company will charge your ProPay account the calculated Consultant Cost.

If your Customer entered credit or debit card info on-line, you only need to enter the total amount of the order, being sure to include tax.

If your Customer wants to pay by debit or credit card but they did not enter the info on-line, click Submit your Customer's Credit Card and enter the card info yourself. If they want to pay by cash or check, you must use your ProPay account first.

It is impossible to give every detail of the Customer Delivery in this Guide, so for further info, go to the Home Page of InTouch, put your cursor on Ordering, and then select Customer Delivery Service from the drop down menu.

CREATE YOUR PROPAY ACCOUNT

ProPay is the company that Independent Beauty Consultants use to process credit or debit cards. Consultants can accept payments from Visa, Mastercard, Discover and American Express.

A Consultant first creates an individual ProPay account. Think of this account as a type of bank account. After a Consultant processes and receives authorization for a debit or credit card transaction, the funds become available to the Consultant within 24 hours.

Once the funds are available, the Consultant can withdraw the funds in one of three ways: (1) the funds can be transferred to a checking account (there is a .30 fee for this) or (2) the funds can be accessed through a free debit card that's connected to the ProPay available balance, or (3) funds can be transferred to another Consultant's ProPay account (no fee).

Although there are fees associated with ProPay, research has proven that customers spend more money when they know they can use a debit or credit card. And the fees associated with ProPay are an expense for your business, which means they can be deducted on your taxes.

Here is the breakdown of the ProPay fees:

(1) $39.95 Annual Fee – This fee opens your account. The $39.95 can be paid in 1 payment or spread out over 3 monthly payments of $13.31 each.

(2) 2.69% of the total amount charged is deducted from the available funds when a Visa, Mastercard, or Discover card is processed.

For example, if a Consultant processes a $100 charge using a Visa, Mastercard, or Discover card, $2.69 will be deducted from the $100 and the remaining $97.31 would be available to the Consultant within 24 hours.

(3) 3.19% of the total amount charged is deducted from the available funds when an American Express card is processed.

For example, if a Consultant processes a $100 charge using an American Express card, $3.19 will be deducted from the $100 and the remaining $96.81 would be available to the Consultant within 24 hours.

(4) There is a .30 fee when a Consultant transfers funds from their ProPay account to their personal checking account. Please also note that transfers to personal checking accounts may take anywhere from 1 -4 days, depending on the bank's processing time.

Once again, please note that although there are fees to use ProPay, the fees are tax deductible and enable a Consultant to accept debit and credit card payments.

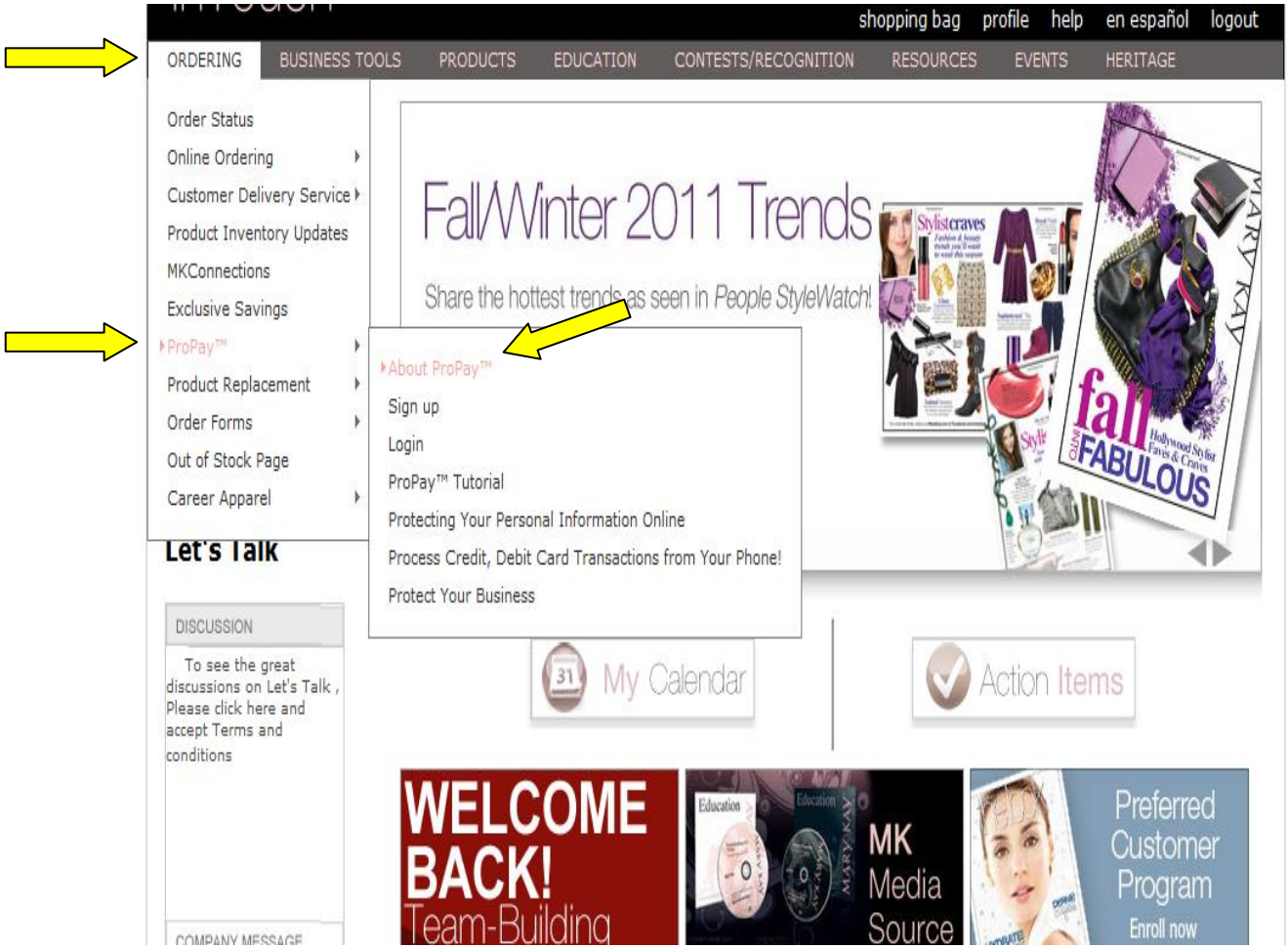
Getting started…

The following pages will help you set up your ProPay account. Please use this Quick Reference Guide as you set up your account.

SETTING UP YOUR PROPAY ACCOUNT

When you are setting up your Propay account, ***YOU MUST*** enter the ProPay website through your Mary Kay InTouch home page. You must do this in order to get the $39.95 annual fee. If you do not go through the InTouch home page, you will pay more for the annual fee.

From your InTouch home page, put your cursor on the words "Ordering" from the top left side of the home page. Then put your cursor on "ProPay," and then click on "About ProPay."

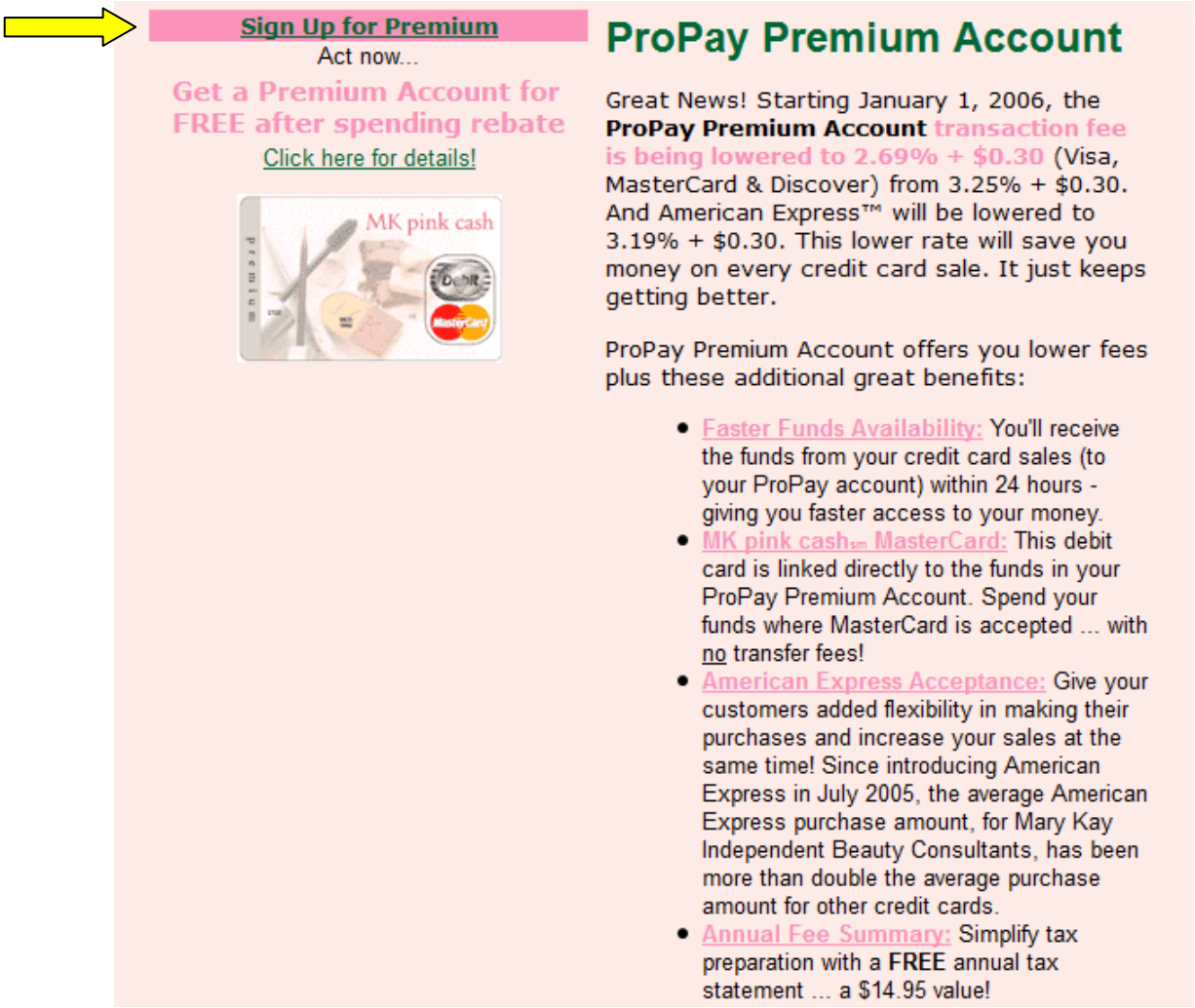


Your next screen will look like this:

On this screen, you can read the summary of the ProPay features.

When you're finished reading the features, click "Sign Up."

The next screen is another summary of the Premium Account, which is the only account that is available.



Sign Up for Premium

Act now...

Get a Premium Account for FREE after spending rebate

Click here for details!

MK pink cash

ProPay Premium Account

Great News! Starting January 1, 2006, the **ProPay Premium Account** transaction fee is being lowered to 2.69% + $0.30 (Visa, MasterCard & Discover) from 3.25% + $0.30. And American Express™ will be lowered to 3.19% + $0.30. This lower rate will save you money on every credit card sale. It just keeps getting better.

ProPay Premium Account offers you lower fees plus these additional great benefits:

- Faster Funds Availability: You'll receive the funds from your credit card sales (to your ProPay account) within 24 hours - giving you faster access to your money.
- MK pink cash℠ MasterCard: This debit card is linked directly to the funds in your ProPay Premium Account. Spend your funds where MasterCard is accepted ... with no transfer fees!
- American Express Acceptance: Give your customers added flexibility in making their purchases and increase your sales at the same time! Since introducing American Express in July 2005, the average American Express purchase amount, for Mary Kay Independent Beauty Consultants, has been more than double the average purchase amount for other credit cards.
- Annual Fee Summary: Simplify tax preparation with a **FREE** annual tax statement ... a $14.95 value!

Click "Sign Up for Premium."

On the next screen, you'll choose how to pay for your ProPay yearly fee. Choose between 1 yearly payment or 3 monthly payments.

Choose Your ProPay Account

Features and Pricing

Account	Fee
Premium + 3 Payments	3 monthly payments of $13.31
Premium + 1 Payment	$39.95

If you qualify for the rebate (click here to see if you qualify), **please select the 1 payment option.** Selecting the 3 payment option will disqualify you from receiving the rebate.

Continue

With a ProPay Merchant Account you can accept credit and debit card payments anytime, anywhere, while helping to minimize some of the security risks associated with credit and debit card payments. In fact, ProPay has signed up over 1.3 million small businesses like yours and what we've learned is that:

Small Businesses Like ProPay for What They DO Get...

- Fast, easy, online sign up
- Low annual account fee
- Simple, straight forward pricing
- Accept all major card brands under one merchant account
- Multiple ways to process cards
- Free linked Prepaid MasterCard® Card
- Instant commission payments on purchases from your website on select accounts
- Toll free, U.S.-based customer service
- Check your balance and transactions anytime online
- A self-directed account for your business
- Immediately use funds from customers' cards to purchase product from corporate on select accounts.
- Secure storage of customer cards for repeat billing
- Company stability

Small Businesses Like ProPay for What They DON'T Get...

- NO contract term
- NO monthly processing minimums
- NO variable, ever changing transaction rates
- NO required equipment
- NO PCI Compliance fees
- NO online statement fees
- NO gateway fees
- NO surprises

After choosing your payment plan, click "Continue."

On the next screen, you'll enter information regarding your new account.

New Account Information

You have selected

The payment plan you selected on the previous screen will be noted here.

Required fields are marked with an asterisk (*)

Personal Information

Continue entering the appropriate information in this section.

* Email Address
* Confirm Email Address
* First Name
Middle Initial
* Last Name
Distributor ID 3438IIUS
* Street Address (NO PO Box)
Address 2
* City
* State
* Zip Code
* Daytime Phone Number - -
* Evening Phone Number - -
* Social Security Number - -
[What is this?]
* Confirm Social Security Number - -
* Date of Birth (mm/dd/yyyy) / /
* Confirm Date of Birth (mm/dd/yyyy) / /
* Driver License Number
[What is this?]

Choose Password

Choose your password in this section. Pay special attention to the requirements of the password.

Passwords must be at least 8 characters to 19 characters in length and must include:

- at least one upper-case letter (A-Z)
- at least one lower-case letter (a-z)
- at least one number (0-9)

Spaces and keyboard symbols can also be used for added security (examples: ! @ # $ % ^ * ( ) _ &)

Note: Using your first or last name will not be allowed. ProPay recommends not using the name of your Company in your password.

ProPay works hard to create a secure site, so, on this screen you'll be asked to establish 3 security questions and answers.

Challenge Questions

All ProPay account holders are required to select three challenge questions.

These challenge questions provide increased security for your ProPay account and will be presented to you under the following situations:

- if you forget your password and need to have it reset
- if you login to your ProPay account from a computer that has not previously been used to login to your account

Please Note:

In order to help prevent an unauthorized person from gaining access to your account, do not write these questions or your responses down, or tell them to anyone!

Remember that the way you spell or enter your answers will be exactly the way you will need to spell or enter them in the future!

Please Select Question #1

* Please enter your response to question

* Please re-enter your response to confirm it

Please Select Question #2

* Please enter your response to question

* Please re-enter your response to confirm it

Please Select Question #3

* Please enter your response to question

* Please re-enter your response to confirm it

This final screen asks for your payment information.

You should think strongly about selecting "Yes" here to a free Debit card for your ProPay account. ProPay calls it a Prepaid Mastercard. There is no fee for using this debit card.

Payment Information

* Card Number

* Expiration Date / MM / YY

* CVV2 / CID
[What is this?]

Additional Account Options

Yes, I would like to have a **Prepaid MasterCard® Card** issued to me by MetaBank for accessing my ProPay funds anywhere MasterCard® Debit Cards are accepted, and at almost 900,000 ATMs worldwide. The Prepaid MasterCard® Card is part of the selected account and will be included at no additional charge to you. I have read, understand, and agree to the terms and conditions outlined in the Cardholder Agreement and MetaBank Privacy Disclosure. The card will arrive within 4 weeks of your account activation.

No, I do not wish to have a **Prepaid MasterCard® Card** issued to me at this time.

Keep me up-to-date on the latest news and promotions from ProPay.
*Note: You will still receive necessary communication regarding account status and system updates.

Legal Information

By accepting this Payment Option I agree to pay $39.93 for a ProPay Premium Account payable in three installments: $13.31 at sign up; $13.31 thirty days after your sign up date; and, $13.31 sixty days after your sign up date. I agree that in the event ProPay is unable to charge the credit/debit card which I have provided for either of the next two installments and upon notification I fail to provide ProPay with a substitute credit/debit card acceptable to ProPay, ProPay may suspend my use of my ProPay Account until payment is made in full. I shall pay the balance due ProPay for my Premium Account even if there is a termination or cancellation of my ProPay Premium Account or my affiliation with Mary Kay. I authorize ProPay to charge the credit/debit card which I have used for my initial payment for the remaining two installments of $13.31 each. If you do not agree, click here, to select another account option.

I have read, understand, and agree to the terms, conditions, and disclosures outlined in the Payment Services Agreement, ProPay Privacy Policy, Electronic Funds Transfer Agreement, Error Resolution Policy and Visa® Disclosure. Please print a copy of these documents for your records.

Submit

NOTE: ProPay only accepts applications from U.S. residents with a valid Social Security number who are 18 or older. Please keep your password confidential.

Complete this last section and click "Submit."

Final notes on your ProPay account:

- ✓ After submitting the payment page, ProPay will ask you to officially sign into your account. You'll be asked to answer one of your security questions.

- ✓ Once your ProPay account is set up, you can simply go to www.propay.com to sign in. You no longer have to go through Mary Kay InTouch. Once you've logged on to your ProPay account, you can start processing credit/debit card orders! The system is easy to use!

- ✓ If you have any questions about how to use your ProPay account, you can either call me or ProPay's Customer Service. The Customer Service number is 866-573-0951. Their hours are 6:30am to 7pm (Mountain Time), Monday through Friday.

THIS IS THE LAST PAGE OF THIS SECTION

ENTERING CUSTOMER NAMES INTO myCustomers

The “myCustomers” program is located on the Mary Kay InTouch Home Page.

Once on the Home page, please put your cursor on “Business Tools”, and then on “myCustomers,” and then “Add a Customer.” See the screen below:

The first time you try to add a customer to myCustomers, you will see this introduction screen.

It's just an informational page, so please click "Click to begin."

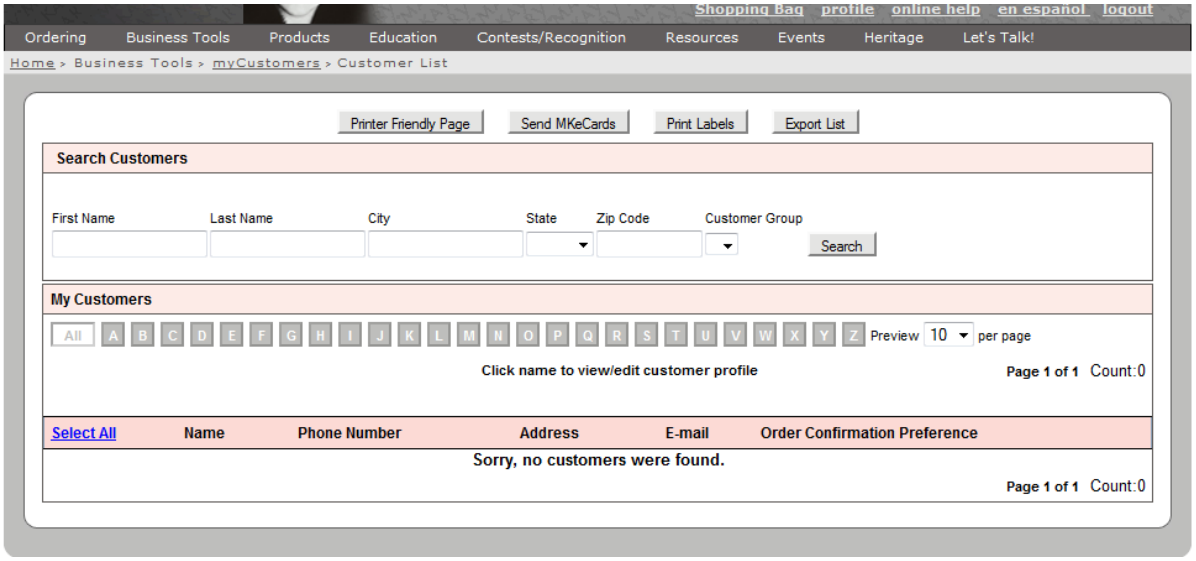
Please review the terms and conditions and then click “I Agree.”

myCustomers® Terms and Conditions

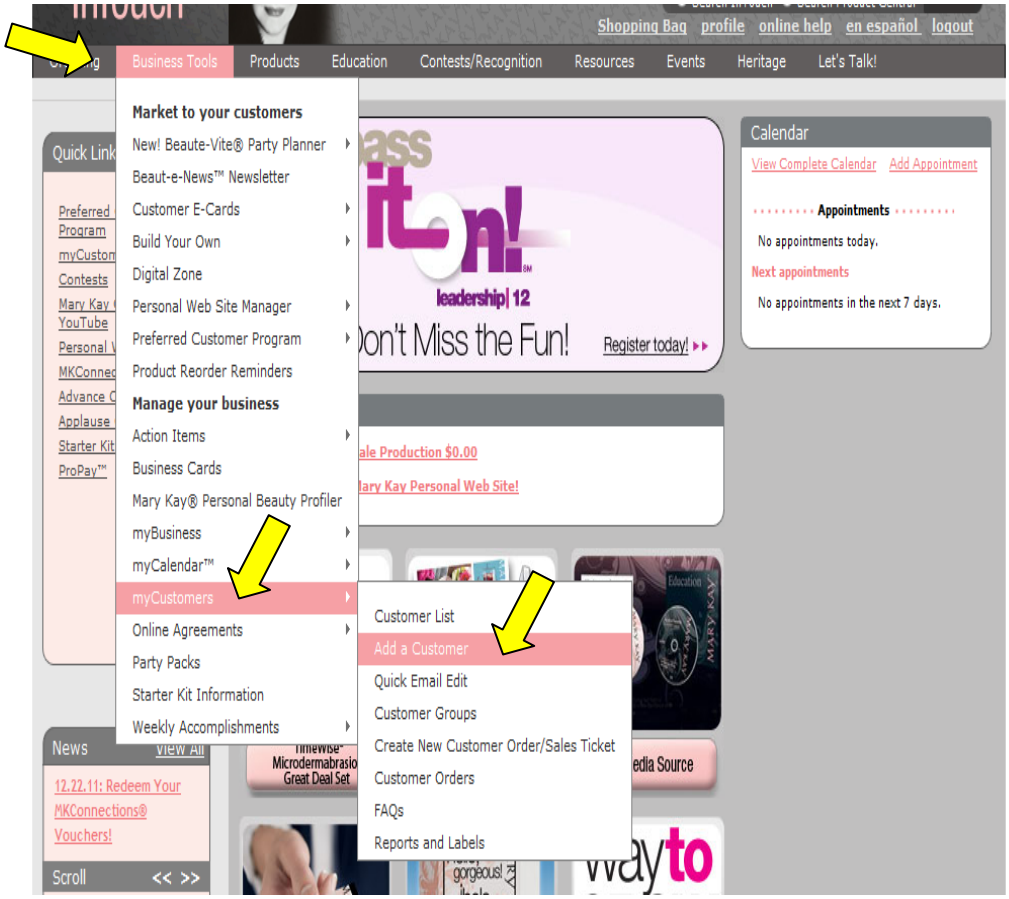
1. I agree to abide by the Company's Internet Guidelines. (see link below)
2. I agree to abide by the Company's Privacy Statement. (see link below)
3. In order to protect and preserve the Company's valuable intellectual property, I understand the Company reserves the right to suspend or revoke my participation in the myCustomers® Program ("Program") at any time or to discontinue the Program.
4. I understand that the content of the Program software is copyright-protected and cannot be altered from its original form.
5. Realizing that the Program may be temporarily interrupted for reasons beyond the Company’s control, terminated permanently, or that I may be denied access, I understand it is solely my responsibility to maintain, backup and/or retain any and all of my customer information. I understand the Program is an optional, supplemental service made available to me to use in my sole discretion as part of my independent business. Customer information is the property of me, the Independent Beauty Consultant, and will not be used by Mary Kay Inc. or disclosed by Mary Kay Inc. except as set forth herein to other parties without my permission, except as may be required by law.
6. I understand that Mary Kay Inc. is not responsible for any incorrect or inaccurate information, whether caused by third parties entering the site or by any of the equipment or programming associated with or utilized in the Program and assumes no responsibility for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, destruction or unauthorized access to the Web site.
7. BY PARTICIPATING IN THE PROGRAM I AGREE THAT MARY KAY INC.,

I Agree

The next screen you will see is this “Search Customers” page.

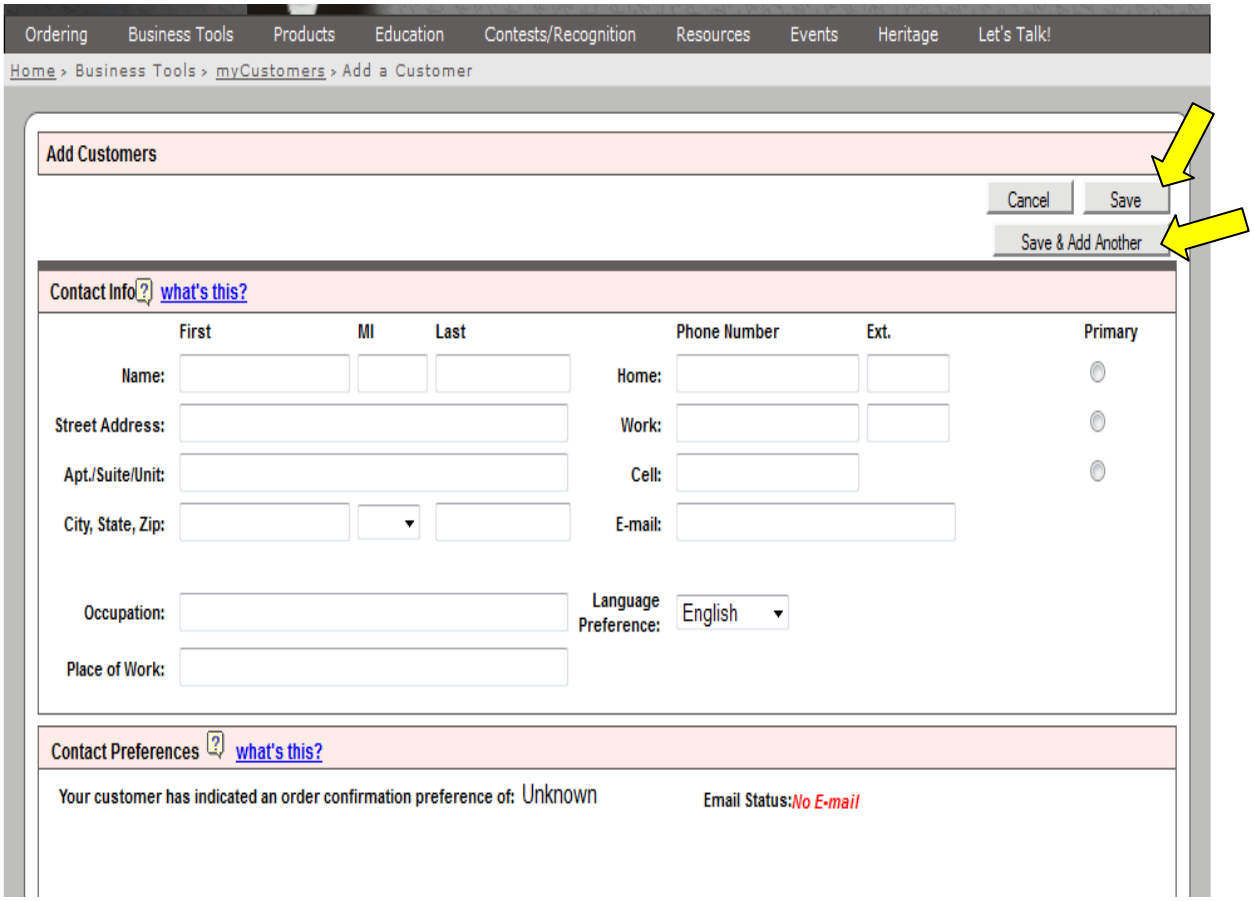


However, since you have not entered any customers yet, you need to go back to “Add a Customer.” Here’s a reminder on how to get there :



Here is a picture of the screen to enter your customers!

- ✓ Simply enter their information and click either “Save” or “Save & Add Another,” depending on if you have another name to enter or you are finished.



Once you have finished entering all of your customers, return to the Home page of InTouch and select the icon for your 15 Free Catalogs. Just follow the instructions from there to order your 15 Free Catalogs.

THIS IS THE LAST PAGE OF THIS SECTION