

### **How do I log into the Mary Kay InTouch website?**

Go to [www.marykayintouch.com](http://www.marykayintouch.com) and you will need your consultant number.

### **How do I set up my Website?**

Go to [www.marykayintouch.com](http://www.marykayintouch.com) and log in as a consultant. On the top, you will go under Business Tools> Personal Website Manager. It will walk you through how to set it up. You will have the option to purchase your website for \$25 when you begin your business, and it's good for 1 year.

### **How do I order business cards?**

Go to [www.mkconnections.com](http://www.mkconnections.com) and look under "Business Building Kits" or "Business Cards" or call 800-627-9577.

### **How do I accept credit cards as payment?**

Log into [www.marykayintouch.com](http://www.marykayintouch.com) and go under Ordering > ProPay and Login/Create an account there. They will walk you through the info, and once your account is set up you go there to take a payment. You can also watch the video tutorial at [barlowbombshells.weebly.com/how-to-videos](http://barlowbombshells.weebly.com/how-to-videos) or call 800-630-8115.

### **How do I order my product?**

Your Director will walk you through your first inventory order. After that you can order on [www.marykayintouch.com](http://www.marykayintouch.com) by clicking on the "Online Ordering" link at the top of the page or call 800-272-9333.

### **How do I know if I'm active?**

You are active as long as you place an inventory order of \$225 or more every 3 months. For example, if you order \$600 in January, and \$250 in March you stay active. If you order \$600 in January, and nothing in February or March, you go into inactive status until your next \$225 order.

### **How do I network with new people?**

As with a lot of these questions, everyone will find a way that works best for them. A good way to start is to have each of your friends have their own individual party (not with your other friends) and

get them to invite people you don't know. If each of your friends does that, it will introduce you to another circle of people. At each party, your guests will write down referrals, and that's your next layer. Just keep building off of the referrals and your circles will get bigger and bigger! Set up a meeting with Alicia if you have additional questions or need help contacting your referrals.

#### **What payments can I take from the customer?**

Since you're an Independent Consultant, anything you want goes! Most consultants accept cash, checks, and credit cards through Propay or Square. Some even barter for other goods or services. It's completely up to you!

#### **What kind of prizes and gifts can I give to customers or hostesses?**

Once again, it's completely up to you! Mary Kay Intouch has some great prizes, and if you search around there are tons of ideas on little gift baggies with samples, small items like eye shadows, and even gift cards to use on future purchases with you. The possibilities are endless.

#### **What do I bring to a party?**

You should bring the best version of yourself, professionally dressed and groomed, and ready to rock! You should bring your Starter Kit, packed and ready (check out our Training Center under Skin Care Classes for a worksheet on what to pack in your Starter Kit). You should also bring an appropriate amount of inventory to be able to fulfill orders at the party. Don't forget pens for your guests, and change for the guests that place orders with cash!

#### **How do I select my Star Consultant Prize?**

You will be notified through email when it is time for you to order your prize. You can login to InTouch, click on "Action Items" in the middle of the page on the right, and check if you have "Prize Action Items". or call the Prize department at (800) 919-7735.

#### **How do I order my Red Jacket?**

Online by clicking on Ordering—Career Apparel or call 800-619-0055.

**I have a problem with my MK email or website?**

Call MK InTouch Support at 800-272-9333.

**My order was missing product or something was damaged?**

Call Branch Customer Service at 800-272-9333.