

# "How To" Get Everything Started ...

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

Go to [www.marykayintouch.com](http://www.marykayintouch.com) and you will need your consultant number. Leave the password blank and hit connect.

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

Go to [www.marykayintouch.com](http://www.marykayintouch.com) and log in as a consultant. You will have the option to purchase your website for \$25 in the month you begin your business and the month after.

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

Go to [www.mkconnections.com](http://www.mkconnections.com) or call 800-627-9577

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

Log into [www.marykayintouch.com](http://www.marykayintouch.com) and click on Ordering on the top left hand corner. In the drop down menu click on ProPay and sign up or call 800-630-8115

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

Your Director will place your first order for you. 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

## **When do I receive my "Star Consultant Ladder"?**

After the quarter ends (3/15 or 6/15 or 9/15 or 12/15) the company begins the mailing. Please call Branch customer service if you do not receive it within 8 weeks. 800-272-9333

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

After the quarter ends you will have a Prize Action Item on the home page. Click on the link and order your prize.

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

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?**

Call Branch Customer Service at 800-272-9333

