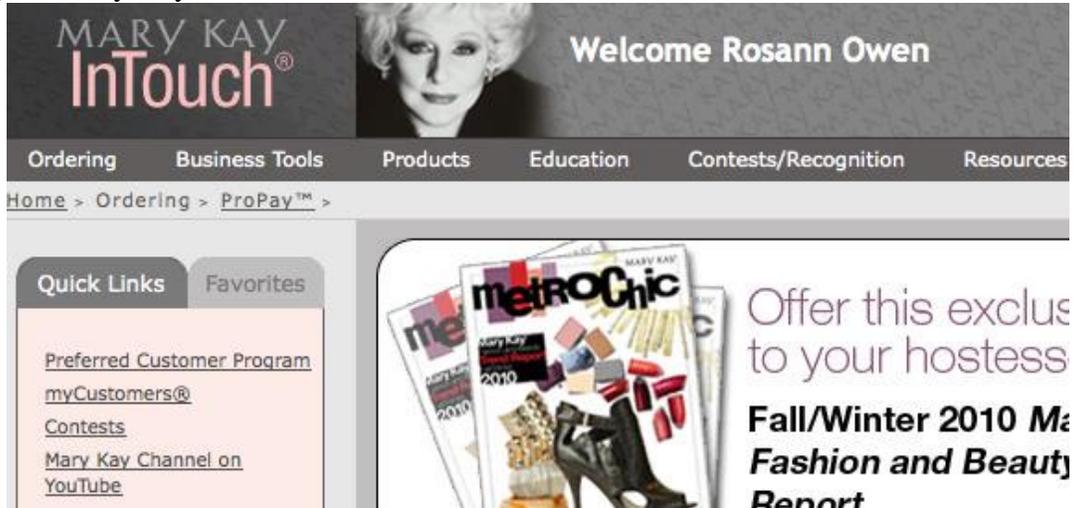
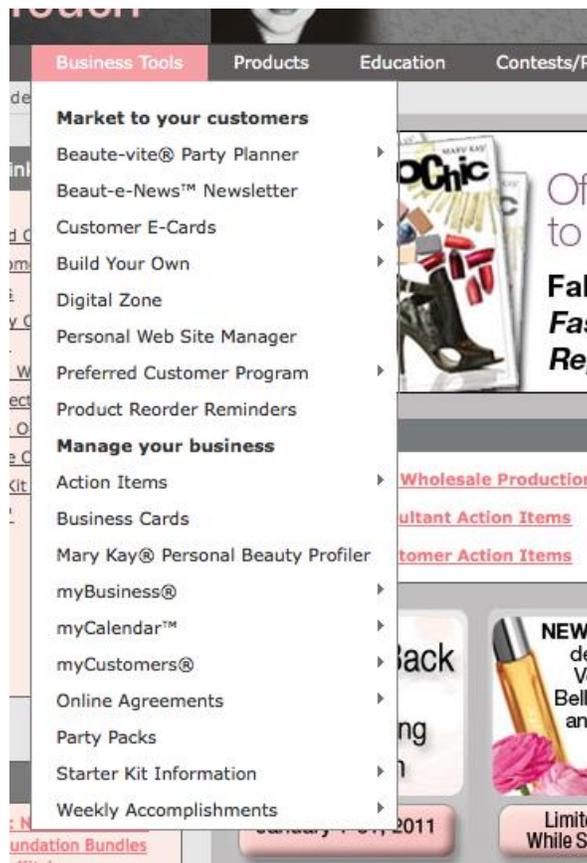


Submitting your Weekly Accomplishment Sheet (WAS)

1. Log in to your Mary Kay in-touch website.



2. Click on “Business Tools”



3. Scroll down to Weekly Accomplishments and click on “Enter Weekly Accomplishments”
4. Make sure the correct week in which you made the sale is selected to get credit



5.

- Type in the date of the sale.
- In the “hostess” space put the name of the person who bought product from you.
- Type in “1” in the #Gst (this is how your director will know how many people you facialed during the week)
- \$ Sales (less tax): Type in what you sold not including tax
- Then in the “type” of appointment select whether it was a Party, Facial, On the go, Online, Shows, etc... (FYI reorders are considered Miscellaneous)
- Then type in the Tax
- If it was a party and you gave the hostesses free product then type that in. (Example: if you gave your hostess a free Microderm Abrasion set which is \$55- you put in how much it cost you- so you would put \$27.50 as the Hostess Gifts.
- If it was any other type of appointment and you gave away something, put what it cost you in the Give Away section.
- If you gave away something and didn’t charge them tax then put what you were suppose to tax them in the Non-Recovered Sales Tax
- Click Add.
- Then do this for the next sale you made that week etc...
-

Date (MM/DD)	Hostess	# Hrs	# Gst	# Ord	# Bks	# SCS Sold	\$ Sales (Less Tax) Amount	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Recov Sales Tax
<input type="text"/>	Parties/Skin Care Classes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							

6. Next Click on the tab that says “Summary”

- If you did any interviews (brought someone to Pizza and Possibilities, Bella’s, etc) then type in the number of people that came that week to a marketing event.
- If you got any new team members that week type in the number of new team members.

Details **Summary** Next Week New Team Members Earnings Submit YTD Summary

Week of : Show Last Seminar Year

Weekly Activity Recap:

Potential Team Members Interviewed	#	<input type="text" value="0"/>
Number of New Team Members	#	<input type="text" value="0"/>
Number Appointments for Next Week	#	<input type="text" value="0"/>
Number of Skin Care Sets Sold *	#	<input type="text" value="0"/>

7. Click on the "submit" tab

- Click on the link that says "Click Here".
- Print your WAS
- Staple your current Sales receipts to the correct week
- File your WAS in your very own Mary Kay filing cabinet
- Then make sure that it will be sent to your director
- Click "Submit My Accomplishments"

Details	Summary	Next Week	New Team Members	Earnings	Submit	YTD Summary
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Week of : Show Last Seminar Year

[<< Back Step 6 of 6](#)

To get a printer friendly version of your Weekly Accomplishments for your records, [Click Here](#).

Please choose the Sales Directors to whom you want your accomplishments to be sent

Send To:	Send To Her:
Sherralynn Arnold	<input checked="" type="checkbox"/>

Yes, I want to send Mary Kay the information needed from my Weekly Accomplishments Sheets to allow Fall Frenzy flair to be awarded to me on Let's Talk.

[\(Click here](#) for more details about Fall Frenzy.)

Your accomplishments will not be visible to your Sales Director until you click on "Submit My Accomplishments."

[<< Back](#)

[Submit My Accomplishments](#)

Please Note: The weekly accomplishment sheet is not a complete summary for income tax and accounting purposes.