

## **InTouch Community**

This is only a partial listing of all of the awesome information on the InTouch Community Site. I've listed what it seems like many of us are looking for most. If you want to search for something, make sure to use the search engine on the Home page of Intouch as it is Google and works better than the search engine on LearnMK.

Connie Lustig, Sr. Sales Director

<b>Action</b>	<b>Click to Find</b>	<b>Description</b>
Advertising Forms	Top left corner, <i>click here to visit</i> ; then click on <i>Tax and Legal</i> and it's at the bottom	Approved advertising forms you can use in your business
Agreements	Go to Home page, right side and look for <i>Career</i> and then click on <i>Submit A New Agreement</i>	Use to send an invitation to a prospect and to actually order their starter kit online
Business Cards etc.	Go to Home page, and on the right side towards the bottom, under <i>Services and Products</i> ; click on <i>MKConnections</i>	Order business cards etc. and apply for credit card
Business Debut Invitation	Go to Home, on the right side look for <i>Career / Education and Knowledge</i> and then click on <i>Full Circle Success; Career Essentials; Career Essentials again, Success Tools; Business Debut</i>	You can use this form to invite prospects to your Business Debut
Cards for Customers via email	Go to Home page, on the right side look for <i>Customer</i> and then click on <i>Send MKeCards</i>	Can send your customer email card for their birthday, promoting a new product, recruiting etc.
Color 101 Glamour Education	Go to Home page, on the right side look for <i>Career; Education and Knowledge</i> and click on <i>LearnMK</i> ; then click on <i>Product Knowledge</i> ; then click on <i>Color 101</i>	Various training on Color 101
Company Facts	Go to Home Page and at the top left corner at the drop down menu, click to drop it down and click on <i>Resources</i> and then click on <i>Company Information</i>	Can be used to give to husbands and recruiting prospects
Consultant Personal Website	Go to Home Page and at the top left corner at the drop down menu, click to drop it down and click on <i>MK Personal Website</i>	Enroll for your website and also click here to add the PCP premium and optional products to be shown on your individual website
Conversations Booklet	Go to Home, on the right side look for <i>Career / Education and Knowledge</i> and then click on <i>Full Circle Success; Career Essentials; Career Essentials again, Conversations Booklet</i>	This gives you the scripts to use for booking, coaching, recruiting, etc.
Credit Card Processing (ProPay)	Go to Home page, and on the right side down towards the bottom under <i>Customer</i> , click on <i>Propay Credit Card</i> and log in	This is where you can enter your customer's cc number and have it approved instantly. Then you can transfer the funds to your account. Also you can print out monthly reports for tax return

Expense Tracking Form	Go to Home, on the right side look for <i>Career / Education and Knowledge</i> and then click on <i>Full Circle Success; Career Essentials; Career Essentials again, Expense Tracking</i>	Form to keep track of your expenses. At this same area you will see several other forms for use in your business also.
Dell, Gateway & Microsoft Discounts	Go to Home page, and on the right side towards the bottom, under <i>Services and Products</i> ; click on <i>Exclusive Savings Products</i>	Discounts given to us from these companies
Forms for your business	Go to Home page, then on the right side about half way down under <i>Education/Knowledge</i> , click on <i>LearnMK</i> , click on <i>Career Development, Success Tools and Forms</i>	Various forms to use in your business
Foundation Shade Stripe Test	Go to Home page, then on the right side about half way down under <i>Education/Knowledge</i> , click on <i>LearnMK</i> , click on <i>Product Knowledge, Merchandising and Selling, Virtual Stripe Test</i>	Take various skin colors and actually do stripe tests to get the correct foundation shade. This is really cool and helps you decide which colors to use with your customers.
Ingredients	Go to Home page, then on the right side about half way down under <i>Education/Knowledge</i> , click on <i>LearnMK</i> , click on <i>Product Knowledge, Merchandising and Selling, Product Knowledge</i> , then click on <i>Customer Guide to Ingredients</i>	Has product knowledge and ingredients of our products and updates.
Labels for Glamour Products	Go to Home page, then on the right side about half way down under <i>Education/Knowledge</i> , click on <i>LearnMK</i> , click on <i>Product Knowledge, Merchandising and Selling, Display Tray Labels</i>	If using regular line products in display trays (that you get from Section 2), here are labels to affix thereon. Print them on clear labels.
Legal	Go to Home page, at the top left corner click on the drop down menu, click on <i>Tax and Legal; Legal Ease</i>	Has all the ins and outs of what we can and cannot do as an independent contractor with Mary Kay
NSD I Stories	Go to Home page, on the top left side is a big white rose that also says <i>Meet Your NSDs</i> . Click on it to begin learning about the leaders of our company.	You can search by their career, state etc. and print out their individual I story to use in recruiting
Order Forms	Go to Home page, at the top left corner click on the drop down menu, click on <i>Resources; Order forms</i>	Print out the current order form
Order of Application	Go to Home page, then on the right side about half way down under <i>Education/Knowledge</i> , click on <i>LearnMK</i> , click on <i>Product Knowledge, Consultant and Medical Relations; Order of Application</i>	Print out and give to your customer checking off each item she purchased. This way she knows in what order to put everything on.
Ordering Status and Placing Orders	Go to Home and in the middle top of page there is a link for each of these two where you can place your orders and then keep track of its processing and shipping	Place your orders online and also keep track of its whereabouts when UPS ships it
		You will want to go here by the 15 <sup>th</sup> of every month and you have

Preferred Customer Program	Go to Home and on the right side under <i>Customer</i> , click on <i>Preferred Customer Program</i>	the option of enrolling all or selected customers for the monthly mailing on the 25 <sup>th</sup> of the following month.
Press Releases to give to local newspaper for when you debut as a director and/or earn a new car	Go to the Home Page and in the middle of the top, click on <i>Current Media Exposure</i> ; and scroll to the bottom and click on whichever you want	When you earn your new car and/or debut as a director, give to the newspaper
Product Returns	Go to Home; on the upper left corner at the drop down menu, click on <i>Product Returns</i> and follow the instructions	You want to go here monthly and complete the instructions for any customers returning products to you during the previous 30 days and you also can order replacement of any products that equal the same amount.
Recruiting Material	Go to Home; on the right side half way down under <i>Career</i> , click on <i>Full Circle Success</i> , then click on <i>Recruiting Materials</i>	
Star Consultant Status	Go to the Home page, on the right side under <i>Career</i> , click on <i>View my Personal Reports</i>	Tells you how much you have in YTD as well as for the quarter and how much you need to finish up your star.
Starter Kit Contents	Go to Home, on the right side look for <i>Career / Education and Knowledge</i> and then click on <i>Full Circle Success; Career Essentials; Career Essentials again, Starter Kit</i>	Has a picture and description of what is in it
Survey Cards	Go to Home page, right side and look for <i>Career</i> and then click on <i>LearnMK; Product Knowledge; Merchandising and Selling; Survey Cards</i>	Use to give to prospects
Tax Information	Go to Home Page; top left corner click on the drop down and click on <i>Tax and Legal</i>	Various forms and information
Video of our President Hydrate America	Go to Home page, in the middle down about half way <i>Check Out Commander Splash.....</i>	When it comes up small on the left side of your monitor, just double click on the actual video when it begins playing and it then will display only the video on your entire screen so you can watch like a movie
Weekly Accomplishment Sheets	Go to Home page, right side and look for <i>Career</i> and then click on <i>Record my W/A</i> ; to print the actual form, go to Home, on the right side look for <i>Career / Education and Knowledge</i> and then click on <i>Full Circle Success; Career Essentials; Career Essentials again, Success Tools; W/A Sheet</i>	When you record them online, they are then automatically sent to your director so she has them for posting in your monthly newsletter and she has them to help you grow your business