

**As a Mary Kay Consultant, you can choose to accept credit card payments from your customers! This will also allow active consultants to use the Customer Delivery Service (CDS) and ship the customers order directly to her. I have recorded a 15 minute tutorial for you to listen to: Dial - (218) 339-4699 Enter Access Code - 272220# Reference 79#**

### **To set up Propay:**

Log into [www.marykayintouch.com](http://www.marykayintouch.com)

Put your mouse on **Ordering > ProPay> Sign Up** menu, then simply follow the online instructions to setup an account. You must have a checking account set up in order to have the money transferred. However, the money will be available to use towards a wholesale order placed on [marykayintouch.com](http://marykayintouch.com)

When the credit card is processed and approved the funds are available immediately for a wholesale order you place. It will take 2-3 business days for the funds to be available to transfer to your checking account.

### **To process a credit card using Propay:**

Log into [www.marykayintouch.com](http://www.marykayintouch.com)

Log into your Propay account under the **Ordering** menu item - **Propay > Login**

Click the menu item for **Process A Card > Process via Online Terminal**

The only items required to be completed are the following:

- Card Number
- Expiration Date
- Billing Zip Code
- Amount

I also recommend completing the **Name as it appears on the card**

Then click **Continue** (this will allow you to review the information you entered)

Then click **Submit** to process the card. You will be immediately notified if it was successful, whether the card number was entered incorrectly or whether the card is declined

### **To use CDS**

If the customer has placed the order thru your personal website, You will get an email from the company letting you know. The customer has the option of entering her credit card there. Log into [www.marykayintouch.com](http://www.marykayintouch.com) go to **Ordering > Customer Delivery Service > Get started using CDS** Her order will show up there!

**Note:** *If you have a smartphone you can process a card from your phone by logging into your Mary Kay intouch account via [www.mkitgo.com](http://www.mkitgo.com). You can access your Propay account directly to determine your available balance and/or to process a card real-time.*