

# **PROPAY—Getting Started**

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## **WHAT is PROPAY?**

- An online tool to process credit cards for your customers.
- Allows you to transfer to your checking account
- Pay online Mary Kay orders
- Charge customers
- Manage your business with professionalism

## **HOW MUCH does it cost?**

- \$29.95 annual fee
- Can be recovered by using your credit for placing online Mary Kay orders
- 2.69% is charged of the total charge as a processing fee
- 30 cents for each transfer and transaction
- The rates may be variable.

## **HOW do I sign up?**

- Go to [www.marykayintouch.com](http://www.marykayintouch.com)
- Ordering Tab
- Propay
- Sign Up
- Then.. You will choose the ProPay Premium Account
- Tutorial is show on the following page.

## **QUESTIONS?**

- Go to Search function on [www.marykayintouch.com](http://www.marykayintouch.com) and type in Propay tutorial.

## Sign Up for a ProPay Account

Be sure to sign up for ProPay through Mary Kay InTouch.

Step 1. Go to [www.marykayintouch.com](http://www.marykayintouch.com) and log in to InTouch

Step 2. Click on "ProPay Customer Credit Card Sales."



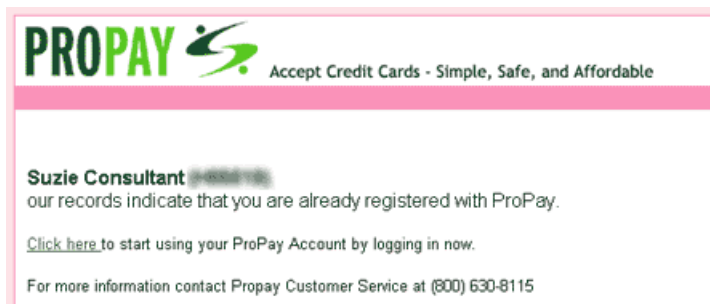
## Customer

- [myCustomers@](#)
- [Mary Kay Personal Web Site Program](#)
- [ProPay™ Customer Credit Card Sales](#)
- [Send MKC@Carus@](#)

Step 3. Select your account type and click "Sign Up".



Step 4. Follow the sign up instructions. If you already have a ProPay Account you will see the following screen:



Step 5. There is only one page of information you have to fill out to sign-up. Once you have completed the form, click "Submit."

**Mary Kay Independent Beauty Consultant Sign Up Form**

Please fill out the form below to sign up for a **ProPay Basic Account**. Required fields are marked with an asterisk (\*).

**Name & Address**

\* First Name

Middle Initial

\* Last Name

\* E-mail Address

\* Confirm E-mail Address

\* Password (Between 6 & 19 Characters)

\* Confirm Password

\* Street Address

Apt #

\* City

\* State

Step 6. Once sign up is complete you will see a confirmation page and will receive an e-mail with a sign up confirmation. Once you've signed up you can immediately log in to your ProPay Account and start processing!

**Signup Process Complete**

You have successfully completed the ProPay sign up process. You now have a ProPay Account and can begin to accept credit cards from your customers.

You have chosen an e-mail address and password (remember this is case sensitive) for accessing your ProPay Account. **Please write these down for your records while they are fresh in your mind.** If you would like to change your e-mail address or password at anytime in the future, you may log into your account and change your Profile by choosing Edit My Profile.

You may login to your ProPay Account below or access your account anytime by visiting [www.propay.com](http://www.propay.com) and entering your chosen e-mail address and password to login.

Thank you for choosing ProPay!

**Login**

email address:

password:

remember my email