

SUBMITTING WEEKLY ACCOMPLISHMENTS ON INTOUCH

Submitting your Weekly Accomplishments on InTouch is an excellent way to keep track of your business and your goals. This is a fabulous tool that is free to use and is provided to you by Mary Kay on your InTouch website.

To log in to InTouch, go to <http://applications.marykayintouch.com/>

MARY KAY
InTouch®

This community Web site for Mary Kay Independent Beauty Consultants provides 24-hour access to information and services for efficient and convenient management of your U.S. Mary Kay business.

[Haz clic aquí para ver el sitio en Español.](#)

Consultant Number:

73250I

Password:

••••••••

Enter your Consultant Number and InTouch Password, then click Log in

This website is strictly for U.S. Mary Kay Independent Beauty Consultants.

Log in >

If you have forgotten your password or do not have one, [click here](#)

MARY KAY®
InTouch

Welcome
Kathleen Oliver

ORDERING
VIDEO LOUNGE
MK News
View All
New! July 4th
New! MKITG
Active for Year
IMPORTANT: Order ...
IMPORTANT: Contact ...
IMPORTANT: Order ...

Favorite Links
Update your favorites
Preferred Customer Program
Production
myCustomer
Enter Weekly Accomplishments

Let's Talk
DISCUSSION
Room available
RUBY Seminar available ...
Ruby Seminar- Hyatt
Need A clean an

BUSINESS TOOLS
Market to your customers
Marketing Tools At-A-Glance
Beaute-Vite® Party Planner
Beaut-e-News™ Newsletter
Customer E-Cards
Build Your Own
Digital Zone
Mary Kay® eCatalogs
Party Central
Personal Web Site Manager
Preferred Customer Program
Product Reorder Reminders
Manage your business
Action Items
Business Cards
Chase™ MK Rewards™ Visa
Pink Link
myBusiness
myCalendar™
myCustomers
Online Agreements
Starter Kit/New Consultant Tools
Weekly Accomplishments

Click on Business Tools

Click on Weekly Accomplishments

Click on Enter Weekly Accomplishments

Building ALL WALL Leaders
Ground GET THE SO
e A Product
der Now
31
Enter Weekly Accomplishments
View Scoreboard
FAQs
Weekly Plan Sheet
Printable Weekly Accomplishments Form
Online Weekly Accomplishments Guide
Terms of Use

SUBMITTING WEEKLY ACCOMPLISHMENTS ON INTOUCH

[Details](#) | [Summary](#) | [Next Week](#) | [New Team Members](#) | [Earnings](#) | [Submit](#) | [YTD Summary](#)

Week of : Show Last Seminar Year [Next >>](#)

▼ myCustomers® Orders (0 of 1 entered):
 These orders have been auto-populated from myCustomers®. Please complete the information and click Add.
 Click on the blue links below for help on what to enter in each field.

Date (MM/DD)	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	\$ Sales (Less Tax)	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Rcv. Sales Tax
07/02	Ronnie Gonzalez			1			16.00	Parties/Skin Care (1.44			

[Manual Orders \(click here\)](#)

Weekly Accomplishment Details:

Date	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	Classes Facials	On The Go	PWS	Shows	PCP Misc	Sales Tax	Hostess Gifts	Give Away	Non-Rcv. Sales Tax
This Week's Total															
Year to Date Total															
Weekly Total (less tax)												\$0.00	Year To Date Sales Total (less tax)		\$0.00

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

Choose the week you are entering information for. The week runs from Sunday - Saturday.

If you have entered any orders through myCustomers on InTouch, they will appear in the myCustomers order list.

Enter additional details about the order, such as the type of order and the sales tax

Week of : Show Last Seminar Year Step 1 of 6 [Next >>](#)

▼ myCustomers® Orders (0 of 1 entered):
 These orders have been auto-populated from myCustomers®. Please complete the information and click Add.
 Click on the blue links below for help on what to enter in each field.

Date (MM/DD)	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	\$ Sales (Less Tax)	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Rcv. Sales Tax
07/02	Ronnie Gonzalez			1			16.00	Parties/Skin Care (1.44			

[Manual Orders \(click here\)](#)

Weekly Accomplishment Details:

Date	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	Classes Facials	On The Go	PWS	Shows	PCP Misc	Sales Tax	Hostess Gifts	Give Away	Non-Rcv. Sales Tax
This Week's Total															
Year to Date Total															
Weekly Total (less tax)												\$0.00	Year To Date Sales Total (less tax)		\$0.00

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Once you have finished entering all details for all myCustomer orders, click Add for each order

SUBMITTING WEEKLY ACCOMPLISHMENTS ON INTOUCH

The order is now listed and you may edit using the pencil or delete using the "x" at any time

[Details](#) | [Summary](#) | [Next Week](#) | [New Team Members](#) | [Earnings](#) | [Submit](#) | [YTD Summary](#)

Week of : Show Last Seminar Year Step 1 of 6 [Next >>](#)

myCustomers® Orders (1 of 1 entered):
 These orders have been auto-populated from myCustomers®. Please complete the information and click **Add**.
 Click on the blue links below for help on what to enter in each field.

Date (MM/DD)	Hostess	Hours	Guests	Orders	Bookings	# SCS Sold	\$ Sales (Less Tax)	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Rcv. Sales Tax
07/02	Ronnie Gonzalez			1			\$16.00		\$1.44			
Manual Orders (click here)												

Weekly Accomplishment Details:

Date	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	Classes Facials	On The Go	PWS	Shows	PCP Misc	Sales Tax	Hostess Gifts	Give Away	Non-Rcv. Sales Tax
	07/02	Ronnie Gonzalez			1		\$16.00					\$1.44			
		This Week's Total		1			\$16.00					\$1.44			
		Year to Date Total		1			\$16.00					\$1.44			
Weekly Total (less tax)							\$16.00	Year To Date Sales Total (less tax)					\$16.00		

[Next >>](#)

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You may also enter orders that you have not entered through myCustomers, by creating a Manual Order (it is recommended to use myCustomers to enter orders for ideal business management).
Click on the pink arrow beside "Manual Orders" to expand that section.

[Details](#) | [Summary](#) | [Next Week](#) | [New Team Members](#) | [Earnings](#) | [Submit](#) | [YTD Summary](#)

Week of : Show Last Seminar Year Step 1 of 6 [Next >>](#)

myCustomers® Orders (click here) (1 of 1 entered)
Manual Orders:
 Click on the blue links below for help on what to enter in each field.

Date (MM/DD)	Hostess	Hours	Guests	Orders	Bookings	# SCS Sold	\$ Sales (Less Tax)	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Rcv. Sales Tax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parties/Skin Care Cl: <input type="text"/>									<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>												

Weekly Accomplishment Details:

Date	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	Classes Facials	On The Go	PWS	Shows	PCP Misc	Sales Tax	Hostess Gifts	Give Away	Non-Rcv. Sales Tax
	07/02	Ronnie Gonzalez			1		\$16.00					\$1.44			
		This Week's Total		1			\$16.00					\$1.44			
		Year to Date Total		1			\$16.00					\$1.44			
Weekly Total (less tax)							\$16.00	Year To Date Sales Total (less tax)					\$16.00		

[Next >>](#)

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

SUBMITTING WEEKLY ACCOMPLISHMENTS ON INTOUCH

Enter all of the details for your order, class or facial. It is important to enter all of the information for tracking purposes.

Week of : 6/29/2014 - 7/5/2014 Show Last Seminar Year
Step 1 of 6 [Next >>](#)

[myCustomers® Orders \(click here\)](#) (1 of 1 entered)

Manual Orders:
Click on the blue links below for help on what to enter in each field.

Date (MM/DD)	Hostess	Hours	# Guests	# Orders	# Bookings	# SCS Sold	\$ Sales (Less Tax)	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Rcv. Sales Tax
07/02	Jane Smith	2	2	1	1	1	52	Parties/Skin Care Cl:	4.68	7.00		.63

Weekly Accomplishment Details:

Date	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	Classes Facials	On The Go	PWS	Shows	PCP Misc	Sales Tax	Hostess Gifts	Give Away	Non-Rcv. Sales Tax
07/02	Ronnie Gonzalez														
This Week's Total				1			\$16.00					\$1.44			
Year to Date Total				1			\$16.00					\$1.44			
Weekly Total (less tax)						\$16.00	Year To Date Sales Total (less tax)						\$16.00		

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

Click Add when you have finished entering manual orders

Week of : 6/29/2014 - 7/5/2014 Show Last Seminar Year
Step 1 of 6 [Next >>](#)

[myCustomers® Orders \(click here\)](#) (1 of 1 entered)

Manual Orders:
Click on the blue links below for help on what to enter in each field.

Date (MM/DD)	Hostess	Hours	# Guests	# Orders	# Bookings	# SCS Sold	\$ Sales (Less Tax)	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Rcv. Sales Tax
<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	Parties/Skin Care Cl:	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Weekly Accomplishment Details:

Date	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	Classes Facials	On The Go	PWS	Shows	PCP Misc	Sales Tax	Hostess Gifts	Give Away	Non-Rcv. Sales Tax
07/02	Ronnie Gonzalez				1		\$16.00					\$1.44			
07/02	Jane Smith	2.00	2	1	1	1	\$52.00					\$4.68	\$7.00		\$0.63
This Week's Total		2.00	2	2	1	1	\$68.00					\$6.12	\$7.00		\$0.63
Year to Date Total		2.00	2	2	1	1	\$68.00					\$6.12	\$7.00		\$0.63
Weekly Total (less tax)						\$68.00	Year To Date Sales Total (less tax)						\$68.00		

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Once all orders, parties, and classes have been entered, click Next

SUBMITTING WEEKLY ACCOMPLISHMENTS ON INTOUCH

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

Week of : 6/29/2014 - 7/5/2014 Show Last Seminar Year [<< Back Step 2 of 6 Next >>](#)

Weekly Activity Recap:

Potential Team Members Interviewed	#	<input style="width: 50px;" type="text" value="1"/>
Number of New Team Members	#	<input style="width: 50px;" type="text" value="0"/>
Number Appointments for Next Week	#	<input style="width: 50px;" type="text" value="2"/>
Number of Skin Care Sets Sold *	#	<input style="width: 50px;" type="text" value="1"/>
Skin Care Classes Sales *	\$	<input style="width: 50px;" type="text" value="68.00"/>
Facial Sales *	\$	<input style="width: 50px;" type="text" value=""/>
On the Go Appointment Sales *	\$	<input style="width: 50px;" type="text" value=""/>
Online/PWS Orders *	\$	<input style="width: 50px;" type="text" value=""/>
Shows (Trunk Shows, Collection Previews, etc) *	\$	<input style="width: 50px;" type="text" value=""/>
Brochure/PCP/Misc Sales/Reorders *	\$	<input style="width: 50px;" type="text" value=""/>
Weekly Sales Total Less Tax *	\$	<input style="width: 50px;" type="text" value="68.00"/>

*To update this figure go back to the Details tab to change the values there.

Orders submitted to the Company this Week:

Section 1 Wholesale from Company	\$	<input style="width: 50px;" type="text" value="225"/>
Section 2 at Cost from Company	\$	<input style="width: 50px;" type="text" value="4.25"/>

In the Summary tab, enter all additional information about the week.

Click Next to continue

Enter information about any Interviews or New Team members for the week

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

Week of : 6/29/2014 - 7/5/2014 Show Last Seminar Year [<< Back Step 4 of 6 Next >>](#)

Input New or Prospective Team Members

	Interviewed Recruited Name	Street Address	Telephone	Email Address
<input checked="" type="checkbox"/>	<input style="width: 100%;" type="text" value="Jane Doe"/>	<input style="width: 100%;" type="text" value="123 Main Street"/>	(<input style="width: 30px;" type="text" value="555"/>) <input style="width: 30px;" type="text" value="555"/> - <input style="width: 30px;" type="text" value="5555"/>	<input style="width: 100%;" type="text" value="jedoe@janedoe.com"/>

	Name	Street Address	Telephone	Email Address
New or Prospective Team Members				

Click Add

SUBMITTING WEEKLY ACCOMPLISHMENTS ON INTOUCH

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

Week of : 6/29/2014 - 7/5/2014 Show Last Seminar Year

[<< Back](#) [Step 4 of 6](#) [Next >>](#)

Input New or Prospective Team Members

<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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New or Prospective Team Members

	Interviewed Or Recruited	Name	Street Address	Telephone	Email Address
✎ x	Interviewed	Jane Doe	123 Main Street	(555) 555-5555	janedoe@janedoe.com

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

Once all interviewees and new Team Members have been added, click Next

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

Week of : 6/29/2014 - 7/5/2014 Show Last Seminar Year

[<< Back](#) [Step 5 of 6](#) [Next >>](#)

Estimated Weekly Gross Profit

Weekly Sales Total (Less Tax)	\$	68.00
	x	40%
Estimated Weekly Gross Profit	\$	27.20

Deposit total amount collected in business account. It is suggested to allow 60 percent of sales for product replacement; 40 percent is profit less other business expenses.

Review your estimated earnings

This Week's Hourly Earnings

Your Estimated Weekly Gross Profit	\$	27.20
Hours Worked	+	2.00
Total Earned Per Hour	\$	13.60

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SUBMITTING WEEKLY ACCOMPLISHMENTS ON INTOUCH

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

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:
Linda Christenson	<input checked="" type="checkbox"/>

Choose to send your Weekly Accomplishments to your Director

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

[<< Back](#)

[Submit My Accomplishments](#)

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Submit your Weekly Accomplishments