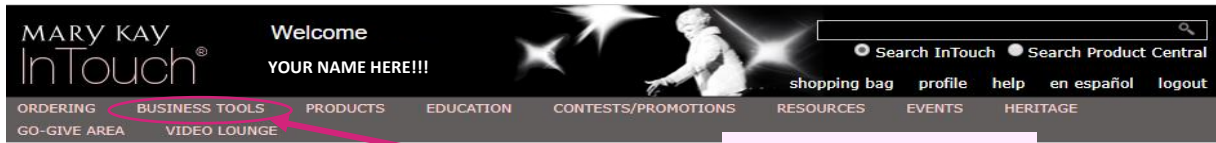


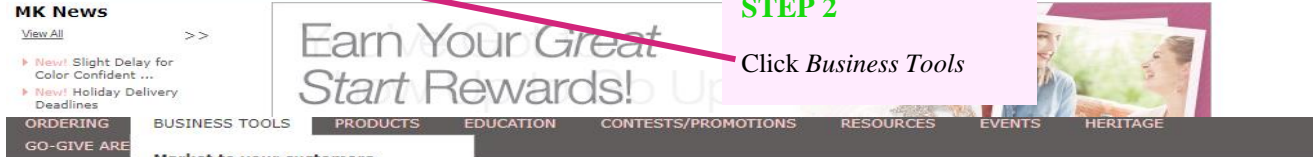
HOW TO SUBMIT WEEKLY SUMMARY SHEETS

STEP 1

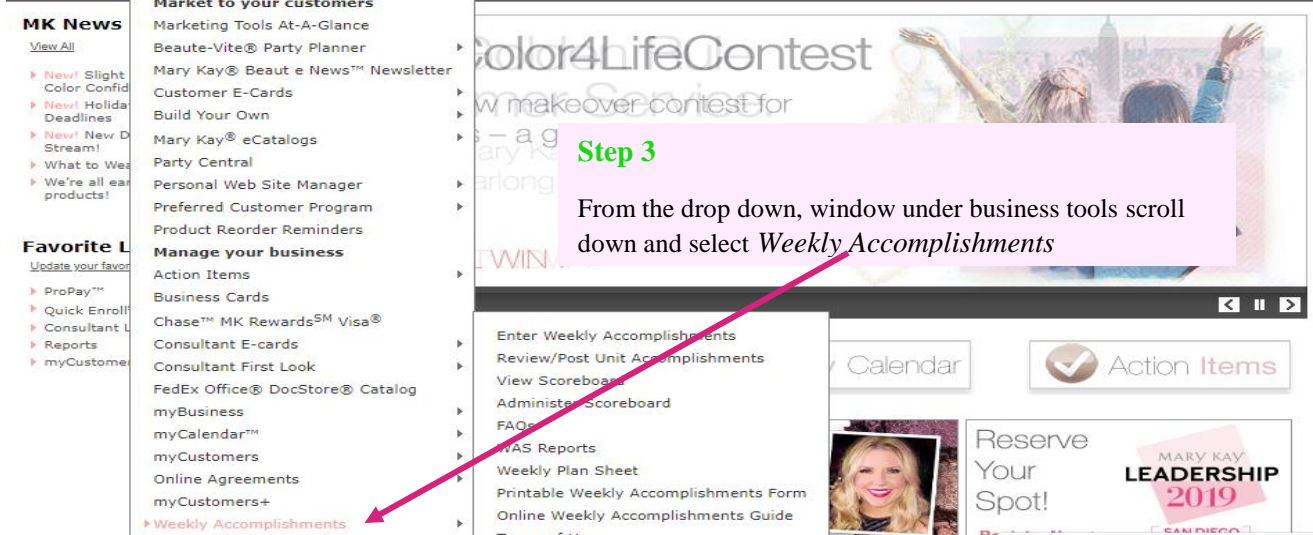
Login in to your Mary Kay In-Touch web account



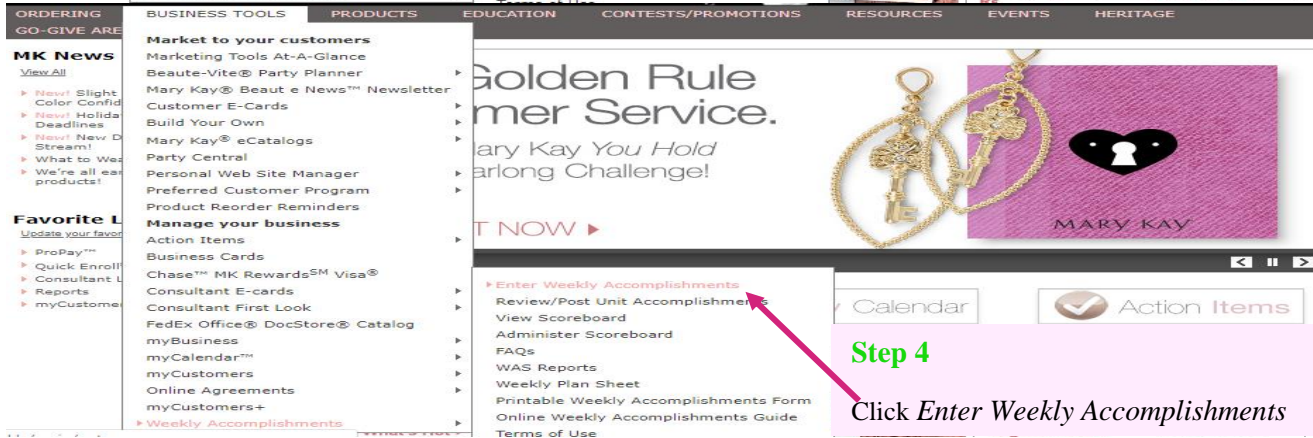
STEP 2
Click *Business Tools*



Step 3
From the drop down, window under business tools scroll down and select *Weekly Accomplishments*



Step 4
Click *Enter Weekly Accomplishments*



You can review sales information via the details section as shown below
*****Please note this is not a complete summary for income tax or accounting purposes*****

Week of: 12/2/2018 - 12/8/2018 | Show Last Seminar Year | Unit Member: Myself
Step 1 of 6 [Next >>](#)

myCust (red):
 These ord...
 Click on th...
 Date (MM/DD):

	#	#	#	#	\$	\$	\$	\$	\$	\$	\$	\$
	Guests	Orders	Bookings	SCS Sold	Sales	Hostess	Give	Non-Rcv.				
12/07	11/4/2018 - 11/10/2018	1										
12/07	10/28/2018 - 11/3/2018											
12/07	10/21/2018 - 10/27/2018	1										
12/07	10/14/2018 - 10/20/2018	1										
12/07	10/7/2018 - 10/13/2018	1										
12/07	9/30/2018 - 10/6/2018	1										
12/07	9/23/2018 - 9/29/2018	1										
12/07	9/16/2018 - 9/22/2018	1										
12/07	9/9/2018 - 9/15/2018	1										
12/07	9/2/2018 - 9/8/2018	1										
12/07	8/26/2018 - 9/1/2018	1										
12/07	8/19/2018 - 8/25/2018	1										
12/07	8/12/2018 - 8/18/2018	1										
Manual	8/5/2018 - 8/11/2018											
	7/29/2018 - 8/4/2018											

Weekly Accomplishment Details:

Date	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	Classes Facials	On The Go	PWS	Shows	PCP Misc	Reorders	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.

Step 5

Click *Details* under Weekly Accomplishments to review your previous weeks activity. Select the date you would like to review

Week of: 12/9/2018 - 12/15/2018 | Show Last Seminar Year | Unit Member: Myself
<< Back Step 2 of 6 [Next >>](#)

Weekly A
 Potential T...
 Number of...
 Number of...
 Number of...
 Skin Care...
 Facial Sal...
 On the Go...
 Online/PW...
 Shows (Tr...
 Brochure/...
 Reorders...
 Weekly S...
 *To update...

12/2/2018 - 12/8/2018	#	0
11/25/2018 - 12/1/2018	#	0
11/18/2018 - 11/24/2018	#	0
11/11/2018 - 11/17/2018	#	0
11/4/2018 - 11/10/2018	#	0
10/28/2018 - 11/3/2018	#	0
10/21/2018 - 10/27/2018	#	0
10/14/2018 - 10/20/2018	\$	
10/7/2018 - 10/13/2018	\$	
9/30/2018 - 10/6/2018	\$	
9/23/2018 - 9/29/2018	\$	
9/16/2018 - 9/22/2018	\$	
9/9/2018 - 9/15/2018	ows, etc) *	\$
9/2/2018 - 9/8/2018	\$	
8/26/2018 - 9/1/2018	\$	
8/19/2018 - 8/25/2018	\$	
8/12/2018 - 8/18/2018	\$	
8/5/2018 - 8/11/2018	\$	
7/29/2018 - 8/4/2018	\$	

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

Step 5

Select the date you would like to update your *Weekly Accomplishments* input the information at the prompts

Enter you're the information in boxes below make sure your name is selected if you have any one in your unit

Week of: 12/9/2018 - 12/15/2018 | Show Last Seminar Year | Unit Member: Myself
<< Back Step 2 of 6 [Next >>](#)

Weekly Activity Recap:

Potential Team Members Interviewed	#	0
Number of New Team Members	#	0
Number Appointments for Next Week	#	0
Number of Skin Care Sets Sold *	#	0
Skin Care Classes Sales *	\$	
Facial Sales *	\$	
On the Go Appointment Sales *	\$	
Online/PWS Orders *	\$	
Shows (Trunk Shows, Collection Previews, etc) *	\$	
Brochure/PCP/Misc Sales *	\$	
Reorders *	\$	
Weekly Sales Total Less Tax *	\$	

*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	\$	0.00
Section 2 at Cost from Company	\$	0.00

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

Step 6

Select the date you would like to update your *Weekly Accomplishments*

Enter you're the information in boxes below make sure your name is selected if you have any one in your unit

Click Next

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

Week of: 12/9/2018 - 12/15/2018 Show Last Seminar Year Unit Member: Myself

[<< Back](#) [Step 2 of 6](#) [Next >>](#)

Weekly Activity Recap:

Potential Team Members Interviewed	#	0
Number of New Team Members	#	0
Number Appointments for Next Week	#	0
Number of Skin Care Sets Sold *	#	0
Skin Care Classes Sales *	\$	
Facial Sales *	\$	
On the Go Appointment Sales *	\$	
Online/PWS Orders *	\$	
Shows (Trunk Shows, Collection Previews, etc) *	\$	
Brochure/PCP/Misc Sales *	\$	
Reorders *	\$	
Weekly Sales Total Less Tax *	\$	

*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	\$	0.00
Section 2 at Cost from Company	\$	0.00

[<< Back](#) [Next >>](#)

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

Step 7

By selecting the tabs, you can go directly to submit and submit your weekly goals, or you can click the tabs and make goals for the upcoming weeks and/or review new team members, earnings or your year to date. You can also do this for your last seminar if it applies.

Click Next