



SIGN UP FOR THE PREFERRED CUSTOMER PROGRAM

The **Preferred Customer Program (PCP)** is enrollment for the company to send out Look Books to the customers you select. They will get a sample too, and it will cost you LESS than it would for you to purchase the books and to mail them yourself. The company mails it, but it looks like you sent it! It's awesome. Saves money and time!

The LOOK BOOK MAILINGS are five times a year: Holiday (August enrollment); Winter (October enrollment); Spring (January enrollment); Summer (April enrollment); & Fall (July enrollment).

HOW TO:

Go to the consultant website: www.marykayintouch.com

If you have never gone to this site before, you will need your consultant number and to create a password.

On the home page, under "My InTouch," hover of "My Dashboard."

Then, under "My Customer Tools," select **Preferred Customer Program**.

If you have already entered your customers' names and addresses into MyCustomers, you can simply click "Enroll Now."

If you have not yet entered your customer information or need to edit some of it, simply scroll down to the bottom of the page, and click "Create/Update Customer List," where you can add one customer at a time, and click "save" to store their information.

If you have already added a customer and need to edit their information, you can simply click on their name for the computer to take you to that customer's page for edit.

After you select "save," your new customer will automatically be added to the "to enroll" list, but you will have to actually select their name to enroll them in PCP.

You can have customers listed in MyCustomers and not choose to send them a Look Book during any particular mailing campaign. When you click "enroll now" you will have access to a list where you can select which customer to enroll during that campaign.

If you have enrolled before, a "quick enroll" option shows you who you select to receive the Look Book the last time and you can then quickly re-enroll them if you choose, or deselect certain ones and add additional ones.

On the enroll screen, you will have the option to increase the number of customers shown per page, and review your order before you "check out," where you add your credit card information and complete the order!

TO ADVANCE THROUGH YOUR CUSTOMER PAGES, click the small arrow next to "Displaying ___ of ___ customers," not the back or next buttons. Those advance you through the PCP process, not through the customer list.

NOTE: You can enroll your customers at any time during the enrollment period, for example, you could enroll 10 today and then 10 more tomorrow, and then 1 more the last day. Whoever is enrolled before the deadline will get a LOOK Book! =) Remember to "follow up" after the mailing!