



# ONLINE AGREEMENT GUIDE

Learn how to help potential team members access, begin and complete their new Independent Beauty Consultant Agreements online.

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Images appearing in this document are subject to change.

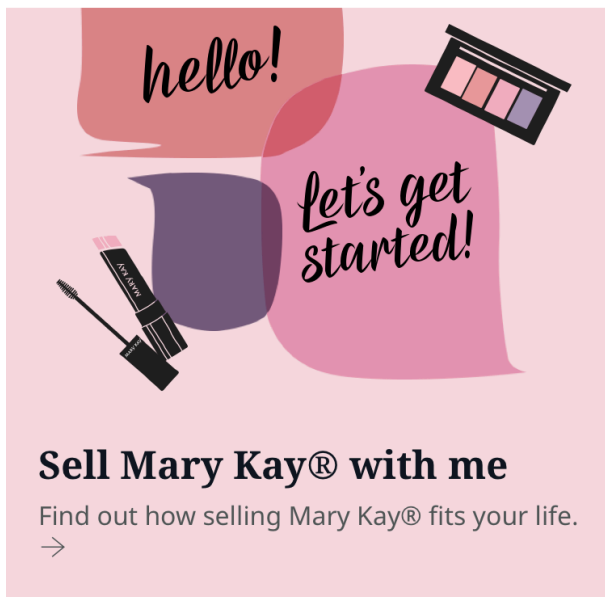
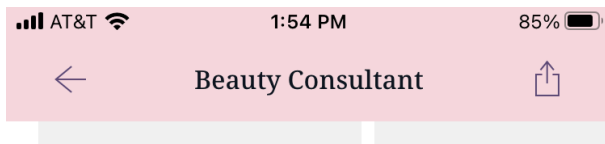
# HOW TO ACCESS A NEW INDEPENDENT BEAUTY CONSULTANT AGREEMENT ONLINE

## STARTING FROM THE *MARY KAY*® APP

Your potential team members can begin an Independent Beauty Consultant Agreement from the *Mary Kay*® App!

1. Download the app.
2. Connect with a Mary Kay Independent Beauty Consultant (you).
3. Click on **Sell Mary Kay With Me** to begin the Independent Beauty Consultant Agreement.

\*Please note you must be registered as her Mary Kay Independent Beauty Consultant to have the Personalized Agreement link send her to the IBC Agreement with your IBC information prepopulated.



### Best time to reach me

This is a Corporate test account.

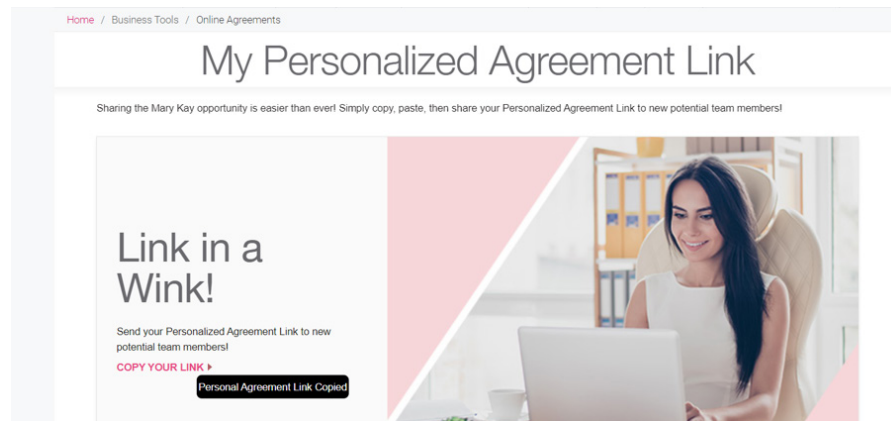
If you are a customer please use the



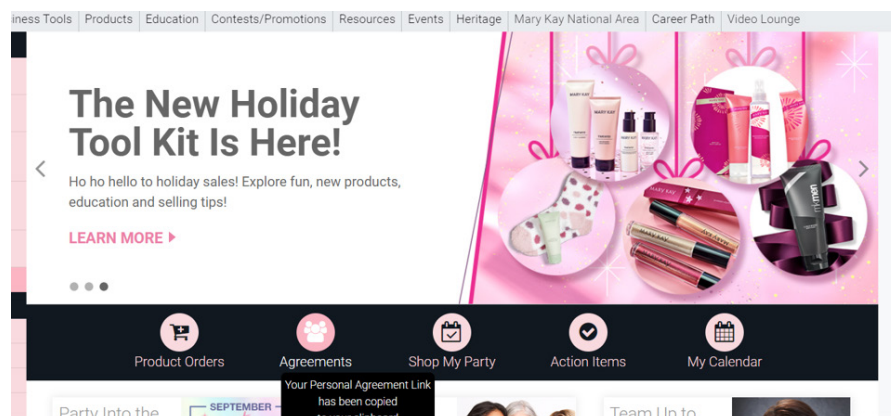
## STARTING FROM *MARY KAY INTOUCH*<sup>®</sup>

Your potential team members can begin an Independent Beauty Consultant Agreement from *Mary Kay InTouch*<sup>®</sup>!

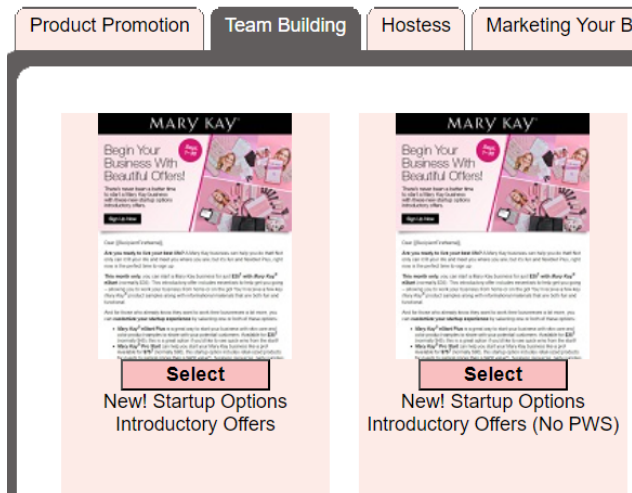
1. You can access My Personalized Agreement Link from various locations on *Mary Kay InTouch*<sup>®</sup>. One way is through **Business Tools**.
  - Click on **Online Agreements**.
2. You can **copy and share** My Personalized Agreement Link. Click on **Copy Your Link** and a pop-up message saying **Personal Agreement Link Copied** will appear. This message confirms that the link has been copied. Then go to the email, text message or wherever you wish to insert the link. Right click on your mouse, and click on **Paste** to add the link to the email, text message, etc.



3. Another way to **copy and share** your Personalized Agreement Link is through the **Home Page**.
  - Click on **Agreements**. The message **Your Personal Agreement Link has been copied to your clipboard** will appear as shown in the image below.
  - Right click on your mouse, and click on **Paste** to add the link to the email or text message.



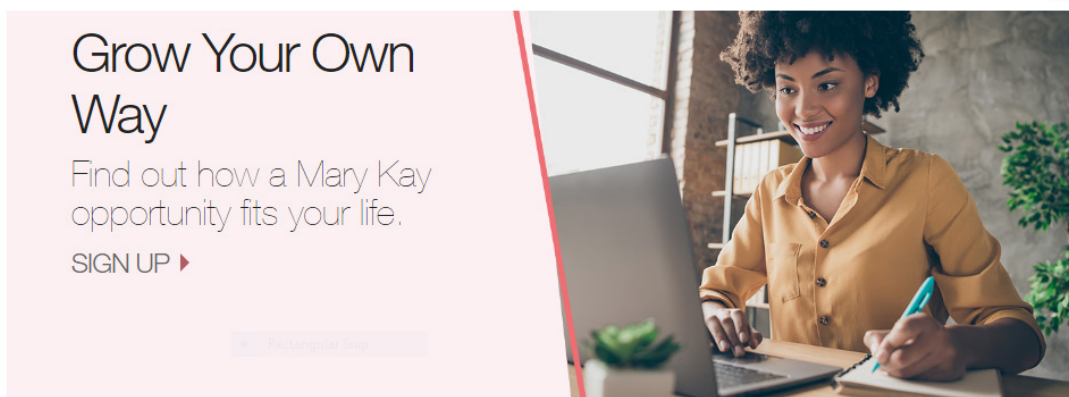
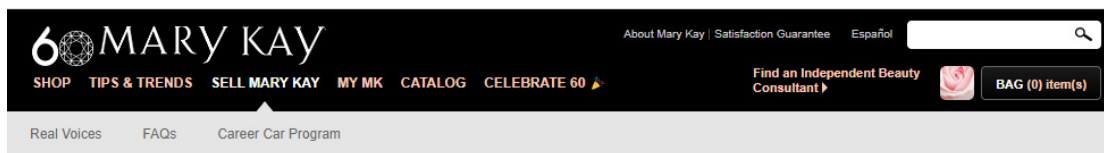
4. Go to Business Tools, and click on Customer eCards.
  - o Click on the Team Building tab, and choose the Startup Options *MKeCard*<sup>®</sup>.
  - o The content will contain your Personalized Link in the sentence that includes **get started TODAY**.
  - o Once the potential team member clicks on get started TODAY, she will be directed to begin the Online Agreement.



## STARTING FROM YOUR MARY KAY<sup>®</sup> PERSONAL WEB SITE

Your potential team members can begin an Independent Beauty Consultant Agreement from your *Mary Kay*<sup>®</sup> Personal Web Site!

1. Click on **Sell Mary Kay**.
2. Click on **Sign Up**.



## STARTING FROM MARYKAY.COM

Your potential team members can begin an Independent Beauty Consultant Agreement from marykay.com!

### 1. If a potential team member already has an Independent Beauty Consultant:

- Click on **Sell Mary Kay**.
- Select **Sign Up**.
- Select **“Do you already have an Independent Beauty Consultant?”**

MARY KAY



Do you already have an Independent Beauty Consultant?

CLICK HERE

Don't have an Independent Beauty Consultant yet?


CLICK HERE

Do you have a Saved Agreement?

CLICK HERE

Next:

- Search by **Name** or **Phone Number**.
- Enter the criteria, and click on **Search**.



**Get Started!**

You can work your business however it fits your life! The potential to earn extra money, make new connections, learn new skills — they can all help you be who you want to be, whatever you envision. With support and flexibility, you can be confident selling quality products that women love. For more information, [get the scoop here!](#)

**Find An Independent Beauty Consultant Near You**

Phone Number

First Name

Last Name

State Abbreviation

Search By Zip Code

Search

Español

Next:

Select your Independent Beauty Consultant.

MARY KAY

Find Your Independent Beauty Consultant



Get Started! You can work your business home 9 to 5 your 9AM. The potential to earn extra money, make new connections, learn new skills... they can all help you do what you want to do whenever you want. With support and flexibility, you can be confident selling quality products that women love. For more information, [get the details here!](#)

Find An Independent Beauty Consultant Near You

Phone Number: sadia

City: Cedar Hill

State: TX

Search

Next:

Click on **Sign Up**, and begin the Agreement!

MARY KAY

**Saima Obeng**  
Advanced SKIN CARE & COLOR Consultant  
Azle, TX 76020

Phone Number: 9405771371  
Email Address: 128686079@mkcorp.com

View Profile

Sign Up

The Independent Beauty Consultant information will be prepopulated.

MARY KAY

We invite you to start the agreement process. Please fill in the fields below:

START AGREEMENT | OPEN A SAVED AGREEMENT

**Start Your Agreement**

If your recruiter information is not displayed, click on Find Your Recruiter or use the link that was provided to you.

Recruiter's name: Saima Obeng

Country: UNITED STATES

City: Azle

Zip Code: 76020-8896

State: TX

Find Your Recruiter

How would you like to Continue?

by Phone

Mobile Number: Please enter your mobile number

Didn't receive a verification code?

CLICK HERE to accept the expiration and notifications policy

Need Help?

## 2. If a potential team member does not have an Independent Beauty Consultant:

- Click on **Sell Mary Kay.**
- Select **Sign Up Now.**
- Click on **“Don’t have an Independent Beauty Consultant yet?”**

MARY KAY

English   
⋮

Do you already have an Independent Beauty Consultant?  
[CLICK HERE](#)

Don't have an Independent Beauty Consultant yet?  
[CLICK HERE](#)

Do you have a Saved Agreement?  
[CLICK HERE](#)

Next:

Enter the ZIP code.



**Get Started!**

You can work your business however it fits your life! The potential to earn extra money, make new connections, learn new skills — they can all help you be who you want to be, whatever you envision. With support and flexibility, you can be confident selling quality products that women love. For more information, [get the scoop here!](#)

[Search By Name Or Phone](#)

**Find An Independent Beauty Consultant Near You**

This field is required.

[Español](#)

Next:

An Independent Beauty Consultant name will populate.

- Select this one, or click **Pick Another**.
- Click **Sign Up** to begin the Agreement.

MARY KAY

The screenshot shows a profile card for a Mary Kay consultant. On the left is a circular profile picture placeholder with a pink 'Pick Another' button below it and a black 'View Profile' button below that. On the right, the consultant's name 'Charity Jacob' is displayed in bold, followed by her title 'Advanced SKIN CARE & COLOR Consultant', location 'Frisco, TX 75034', and distance '5 miles away'. Below this information are input fields for 'Phone Number' and 'Email Address', and a pink 'Sign Up' button at the bottom right.

**Get Started!**

You can work your business however it fits your life! The potential to earn extra money, make new connections, learn new skills — they can all help you be who you want to be, whatever you envision. With support and flexibility, you can be confident selling quality products that women love. For more information, [get the scoop here!](#)

Search By Name Or Phone

**Find An Independent Beauty Consultant Near You**

A search bar with a red 'MK' logo on the left, a white input field containing the zip code '75036', and a pink 'Search' button with a magnifying glass icon on the right.

[Español](#)

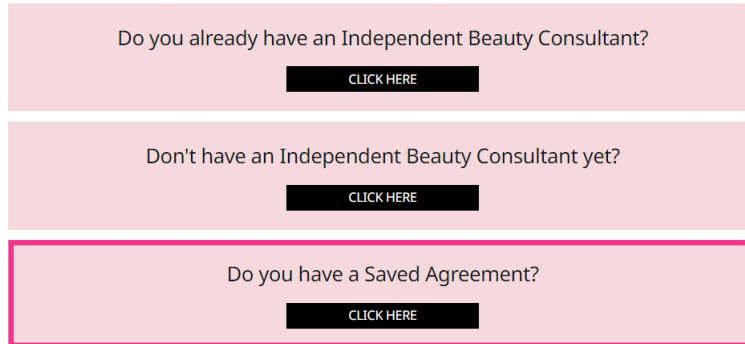


### 3. If a potential team member has a saved Agreement:

- Click on **Sell Mary Kay.**
- Click on **“Do you have a saved Agreement?”**

MARY KAY

English  



Do you already have an Independent Beauty Consultant?  
[CLICK HERE](#)

Don't have an Independent Beauty Consultant yet?  
[CLICK HERE](#)

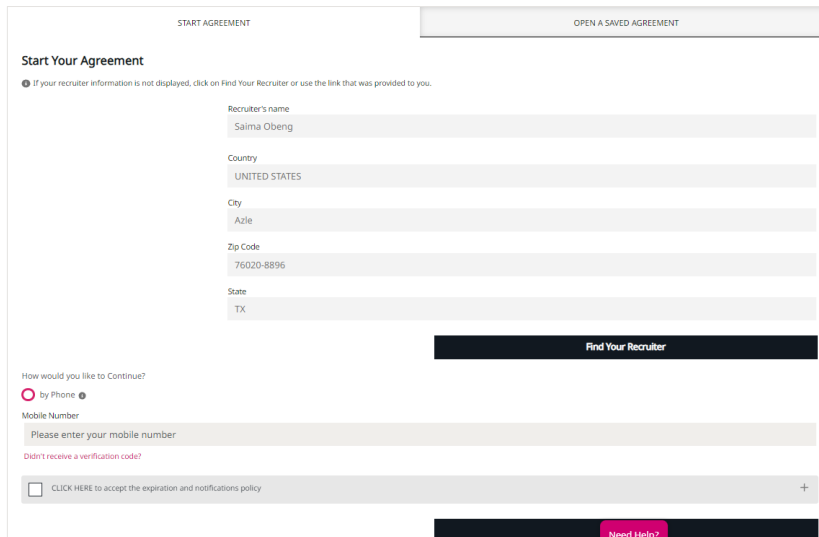
Do you have a Saved Agreement?  
[CLICK HERE](#)

Next:

- Click on **Open a Saved Agreement.**
- Log in using the account phone number.
- Enter the password.

MARY KAY

We invite you to start the agreement process. Please fill in the fields below:



START AGREEMENT      OPEN A SAVED AGREEMENT

**Start Your Agreement**

● If your recruiter information is not displayed, click on Find Your Recruiter or use the link that was provided to you.

Recruiter's name  
Saima Obeng


Country  
UNITED STATES

City  
Azle

Zip Code  
76020-8896

State  
TX

[Find Your Recruiter](#)

How would you like to Continue?  
 by Phone 

Mobile Number  
Please enter your mobile number

Didn't receive a verification code?

[CLICK HERE](#) to accept the expiration and notifications policy

[Need Help?](#)

Next:

- If the password is forgotten, go to **Forgot Password? Click here.**

MARY KAY

We invite you to start the agreement process. Please fill in the fields below:

START AGREEMENT      OPEN A SAVVED AGREEMENT

### Continue Your Agreement

How would you like to Log In?

by Phone

Mobile Number

Password

Forgot password? [Click Here](#)

Log In

A text message containing a verification code will be sent to create a new password.

Next:

- Enter the verification code, and create a new password.
- Verify the new password, and click **Submit.**

### Password Update

Please enter the verification code sent to:  
**cjf\*\*\*\*\*preifi-2572@yopmail.com**

Verification Code

Didn't receive a verification code? [Resend](#)

You must adhere to the following password rules:

- At least 8 alphanumeric characters
- At least one number
- At least one special character including: ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~
- At least one lowercase letter
- At least one uppercase letter

New Password

Verify New Password

Submit

Next:

Complete the Agreement, and submit it!

MARY KAY

---

How to navigate

- 1. Personal Information
- 2. Address Information
- 3. Contact Information
- 4. Additional Information
- 5. Legal Notices
- 6. Review

### Personal Information


Please fill out the information below.

All fields with \* are required fields

First Name\*

Middle Name

Last Name\*

Date of Birth\* 

Back

Save and Continue

\*\*She will have 14 days from the day she started filling out her Independent Beauty Consultant Agreement to fully complete and submit it. After 14 days, the saved Agreement will be deleted, and she will have to start a new Agreement.

# HOW TO FILL OUT A NEW INDEPENDENT BEAUTY CONSULTANT AGREEMENT ONLINE

Regardless of how your potential team member accesses the Agreement, she will be directed to your information page.

MARY KAY

We invite you to start the agreement process. Please fill in the fields below:

The screenshot shows a web form titled "START AGREEMENT" with a sub-header "Start Your Agreement". It includes a note: "If your recruiter information is not displayed, click on Find Your Recruiter or use the link that was provided to you." The form contains several input fields: "Recruiter's name" (filled with "Saima Obeng"), "Country" (filled with "UNITED STATES"), "City" (filled with "Azle"), "Zip Code" (filled with "76020-8896"), and "State" (filled with "TX"). A "Find Your Recruiter" button is located below these fields. Below the button, there is a section for "How would you like to Continue?" with a radio button selected for "by Phone". A "Mobile Number" field is present with the placeholder text "Please enter your mobile number" and a link "Didn't receive a verification code?". At the bottom, there is a checkbox for "CLICK HERE to accept the expiration and notifications policy" and a "Need Help?" button.

Next:

Your potential team member will receive a verification code – via text – to begin the Agreement.

Enter the verification code, and create a new password. Verify the new password, and click on “Submit.” Save this password because it will be the same password that will be used to log in to *Mary Kay InTouch*®.

Images appearing in this document are subject to change.

## Step 1: Personal Information

Fill out essential Personal Information below, such as your name and date of birth. Every item with an asterisk (\*) must be completed. Click **Save and Continue**.

MARY KAY

[How to navigate](#)

- 1. Personal Information**
2. Address Information
3. Contact Information
4. Additional Information
5. Legal Notices
6. Review

### Personal Information


Please fill out the information below.

All fields with \* are required fields

First Name\*

Middle Name

Last Name\*

Date of Birth\* 

[Back](#) [Save and Continue](#)

## Step 2: Address Information

Enter the address where you wish to receive mail from the Company. Please note that APO, FPO or SPO military addresses are not accepted as valid addresses. Every item with an asterisk (\*) must be completed.

[How to navigate](#)

1. Personal Information
- 2. Address Information**
3. Contact Information
4. Additional Information
5. Legal Notices
6. Review

### Address Information

Please enter the address where you wish to receive mail from the Company. Please note that APO, FPO or SPO military addresses are not accepted as valid addresses.

All fields with \* are required fields

#### Mailing Address

Street\*

Apt/Bldg/Suite

City\*

State\*

Zip Code\*

[Back](#) [Save and Continue](#)

### Step 3: Contact Information

Enter the Contact Information, such as the email address and language preference, and indicate a primary phone number. Every item with an asterisk (\*) must be completed. Then click on **Save and Continue**.

**How to navigate**


- 1. Personal Information
- 2. Address Information
- 3. **Contact Information**
- 4. Additional Information
- 5. Legal Notices
- 6. Review

### Contact Information

You must enter your contact information and indicate a primary phone number

All fields with \* are required fields

Email\*

Language Preference\* English 

Please provide at least 1 phone number below \*

Mobile Phone  Primary

Home Phone

I opt in for texts! I want to receive the latest Mary Kay® news while on the go.

You will receive Mary Kay® texts about product promotions, events, reminders and more. By opting in, you agree to receive future messages. Frequency of messages varies. Once you receive the initial text message, reply YES to complete the process. Message and data rates apply.

### Step 4: Additional Information

Answer the questions listed below. Every item with an asterisk (\*) must be completed. Then click on **Save and Continue**.

MARY KAY

**How to navigate**

- 1. Personal Information
- 2. Address Information
- 3. Contact Information
- 4. **Additional Information**
- 5. Legal Notices
- 6. Review

### Additional Information

Please enter requested information below.

All fields with \* are required fields

Have you ever been a Mary Kay Independent Beauty Consultant?\*

Yes  
 No

Are you married to a current Mary Kay Independent Beauty Consultant?\*

Yes  
 No

Do you have a relative who is a Mary Kay Inc. corporate employee (not an Independent Beauty Consultant)?\*

Yes  
 No

## Step 5:

Make sure to scroll through all the **Terms and Conditions**, and check each box to acknowledge all legal notices. Every item with an asterisk (\*) must be completed.

How to navigate

- 1. Personal Information
- 2. Address Information
- 3. Contact Information
- 4. Additional Information
- 5. Legal Notices
- 6. Review

### Legal Notices

Review and check the legal notices below

All fields with \* are required fields

**Independent Beauty Consultant Agreement General Terms and Conditions\***

**Scroll down to the end of the Independent Beauty Consultant Agreement to continue**

**Independent Beauty Consultant Agreement  
General Terms and Conditions**

**A. THE INDEPENDENT BEAUTY CONSULTANT AGREES:**

1. To promote and sell Mary Kay® products only to ultimate consumers and not to resellers, and only in quantities generally purchased by an ultimate consumer for personal use. I understand that I may not sell or display Mary Kay® products in retail sales or service establishments. I further understand that I am authorized to sell Mary Kay® products only in the United States, Puerto Rico, the U.S. Virgin Islands and Guam.
2. To provide each consumer with the written Mary Kay® Satisfaction Guarantee and to promptly honor it upon request. I understand that Mary Kay Inc. ("Company") sponsors a complete satisfaction or money-back guarantee as to each Mary Kay®

I have read and understand the terms and Conditions of this Independent Beauty Consultant Agreement, and I hereby accept those Terms and Conditions and certify that I have the legal capacity to enter into this Agreement. I understand that Charity Jacob will ultimately be the one to receive any recruiter commissions on my sales.

Mary Kay Repurchase Policy, Electronic Disclosure Notice, and Privacy Policy\*

I have read and agree to Mary Kay's Repurchase Policy, Electronic Disclosure Notice, and Privacy Policy

I accept the conditions

[Need Help?](#)

## Step 6:

Review all information to make sure it's correct. If something needs to be updated, click on the left menu, select the section to edit, make the edits and then click **Save and Continue**.

MARY KAY

How to navigate

- 1. Personal Information
- 2. Address Information
- 3. Contact Information
- 4. Additional Information
- 5. Legal Notices
- 6. Review

### Review

Please review the information you have provided below.

#### Recruiter's Information

Congratulations! You're on your way to start something beautiful!

**Full Name**

Charity

**Country**

UNITED STATES

**City**

Frisco

**Zip Code**

75034-5482

**State**

TX

#### Personal Information

Please fill out the information below.

**First Name\***

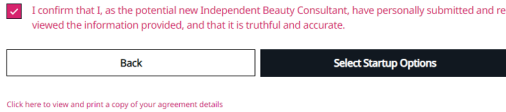
Suzie

**Middle Name**

[Need Help?](#)

Next:

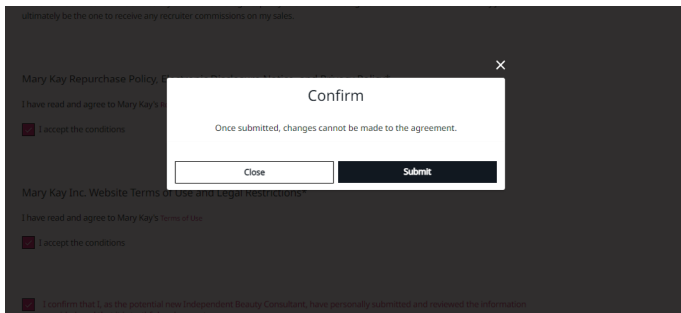
After all information has been reviewed, acknowledge that you personally filled out the Agreement, and click **Select Startup Options**.



Next:

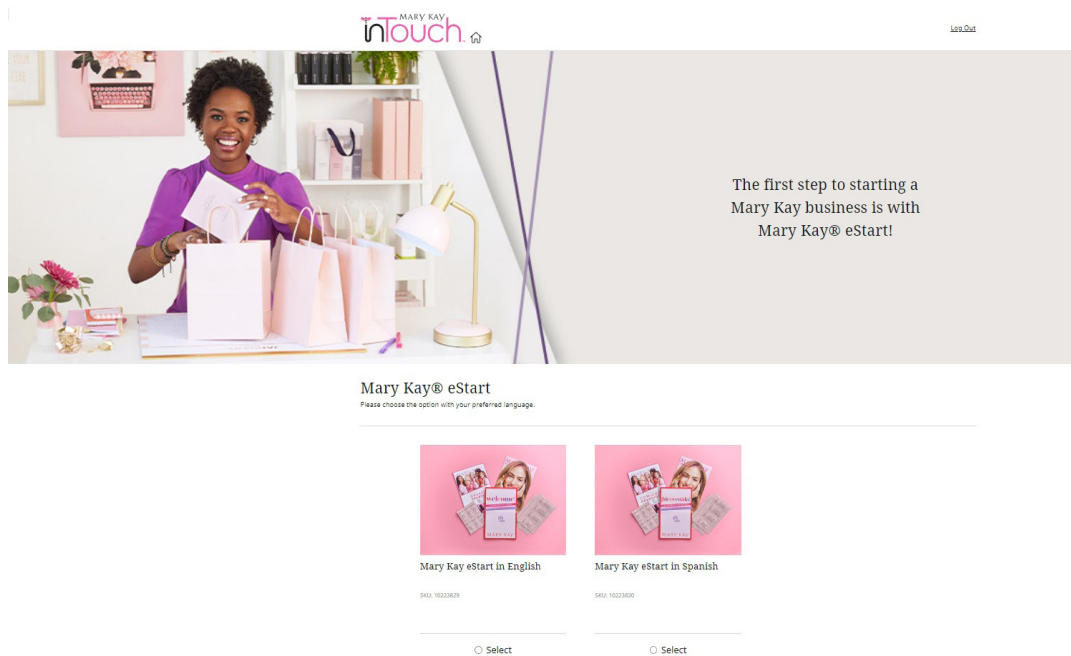
Click **Submit** on the pop-up screen to be directed to the startup options!

PLEASE NOTE: At this point, any changes to personal information will need to be done on *Mary Kay InTouch*® after startup options have been purchased.



Next:

Under Startup options, select **Mary Kay® eStart** in English or Spanish.





Next:

Select a startup option to build upon this experience. Choose **Mary Kay® eStart Plus** and/or **Mary Kay® Pro Start**.

- If **Mary Kay® eStart Plus** and/or **Mary Kay® Pro Start** is not selected at this time, you may select one or both of these options within 15 days of submitting your Independent Beauty Consultant Agreement.

Continue to select **Mary Kay® eStart Plus** and/or **Mary Kay® Pro Start**.

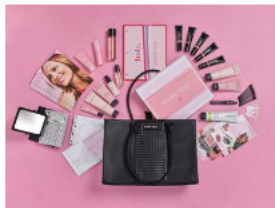
### The Choice Is Yours!

Build your ideal Mary Kay business with one or both of these options. You can choose now, or you have 15 days from your start date to review your options and consider how they can help support your business.



Mary Kay eStart Plus in Spanish

SKU: 10229384



Mary Kay Pro Start in Spanish

SKU: 10229395



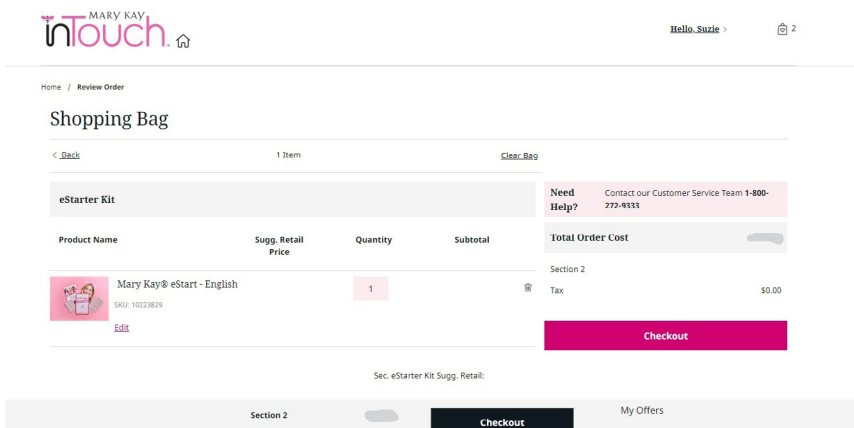
Next:

Click **Continue** to purchase the option(s) selected or **Back** to navigate back to the selections.



Next:

Review the purchase, and click on **Checkout** to complete it.



Next:

Review shipping information. If everything is correct, click **Continue to Payment**. If not, click **Add New**, and update the shipping address.

**1. Bonus** ▼

---

**2. Shipping** ▲

---

**Delivery Address**

Shipping Address

Shipping To

Primary Address ▼

---

**Primary Address**

Suzie Hill  
 Dallas Pkwy  
 Addison TX, 75001-6801

[New Address](#)   [Order guidelines and delivery conditions](#)

Shipping Method

Free Shipping \$0.00

---

**Estimated Delivery**

07/12/2023

\*Date not guaranteed; subject to change depending on selected shipping method.

**Continue to Payment**

**Need Help?** [Contact our Customer Service Team 1-800-272-9333](#)

---


**Total Order Cost**

Section 2


Tax \$0.00

Next:

After reading the ordering guidelines, click the box to **agree**. Then click on **Credit Card** to enter payment information.



[Hello, Suzie](#) >

 2

---


Home / [Review Order](#)

## Shopping Bag

[< Back](#)

1 Item

[Clear Bag](#)

eStarter Kit				<b>Need Help?</b> <a href="#">Contact our Customer Service Team 1-800-272-9333</a>
Product Name	Sugg. Retail Price	Quantity	Subtotal	<b>Total Order Cost</b>
 Mary Kay® eStart - English <small>SKU: 10223829</small> <a href="#">Edit</a>		1		Section 2
				Tax <span style="float: right;">\$0.00</span>

Sec. eStarter Kit Sugg. Retail:

Section 2

Checkout

My Offers

Next:

Verify that the billing address listed is the correct one. If not, click on **Edit** and update. Click on **Submit Payment**.

**Payment details**  
\* Indicates a required field

Card number \*

Cardholder's name \*

Expiry date \*  /

Security code \*  3 digits on the back of the card or 4 digits on the front of card

Billing address   [Edit](#)

Save payment details

# Congratulations!

The Agreement has been completed, and you will receive your order details and Independent Beauty Consultant information.

## Thank you, Colleen Test

Congratulations! You are all set for your Mary Kay Business.

Your order ID is 00017948

Your Consultant number is . (Please retain your Consultant number and have it accessible.)

[Click here](#) to access your Mary Kay business resources using your Consultant number and the password you have already created.

## Order Confirmation

### Order Overview

Consultant ID:	
IBC Name:	Colleen Test
Unit Number:	9028
Recruiter ID:	
Recruiter Name:	Sussan Eletu
Order ID:	
Order Date:	09/01/2023
Order Total:	
Estimated Delivery Date:	09/11/2023

[Print Order Details](#)

### Your online presence

Your PWS offers many advantages for you & your customers



### With knowledge to success

LINK & LEARN - Mary Kay knowledge for your career level

