

Team Building:

How to submit a long distance agreement by Email

HOW TO SUBMIT A LONG-DISTANCE AGREEMENT BY EMAIL

If you and/or she has a separate modem line, DSL, or Cable so that you can talk on the phone at the same time as being on the computer, that is best—but not the only way.

Make sure that you are registered with www.marykayintouch.com and have your password.

This is how you can immediately recruit someone out-of-town without having to send her a paper agreement which she has to send back!!

- 1) Make sure that you have a viable email address for your prospect; AND that she will be paying for her Starter Kit with Visa, MasterCard, or Discover or their debit cards.
- 2) Log onto www.marykayintouch.com and pull down the "Business Tools" drop-down box.
- 3) Click on the tab called "Create a new Email Invite".
- 4) Follow the instructions to send your prospect an email link to the Agreement Submission Page. The email link is active for two weeks. (It is NOT necessary for you to send her any other emails or e-cards from your InTouch site.)
- 5) Have your prospect fill out the Agreement, click "I Accept", and pay for her Starter Kit. She will IMMEDIATELY receive her Consultant Number, and YOU will receive an email with her number and other info.
- 6) Your New Recruit will also be prompted IMMEDIATELY to complete the customized look for her, register for her Personal Web Site, receive 50 free business cards and 15 free brochures. Let her know what those are, and encourage her to complete the information.

Now you have a NEW Business Associate who has completed the Application Process in just a few minutes!!