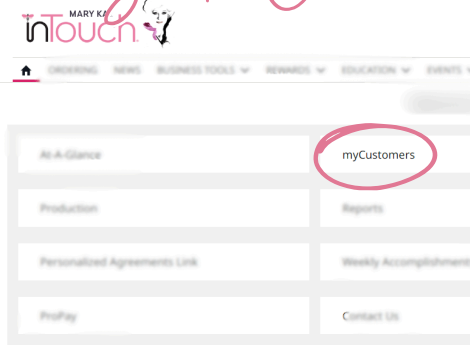


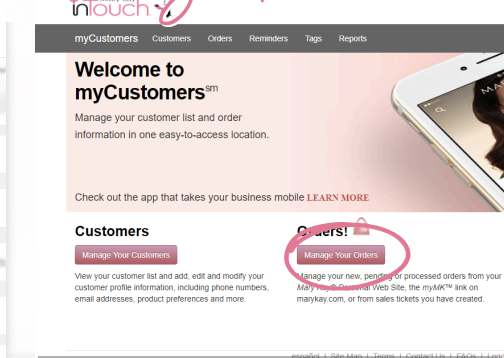
How to: Place a CDS Order

Step One:



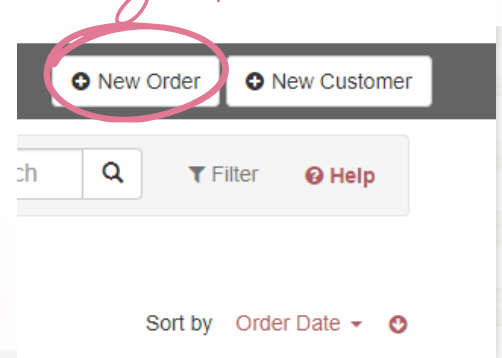
Log into InTouch
mk.marykayintouch.com
and go to myCustomers

Step Two:



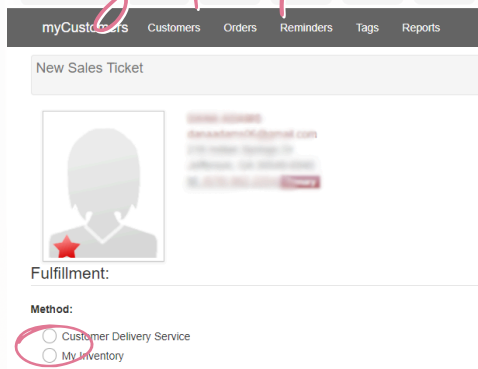
Click "Manage Your Orders" to
review or create a new order.

Step Three:



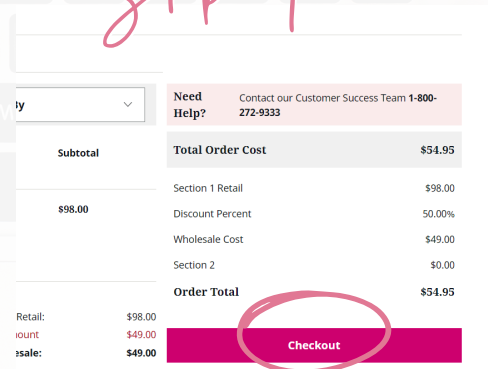
A list of current or past orders will be
viewable from this screen. You can select
an order and proceed with the steps or
>> Create a New Order (top right)

Step Four:



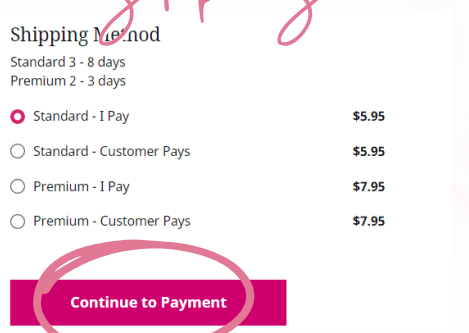
Choose the customer to apply the order to >> a new
sales ticket will be created >> select Customer Delivery
Service (CDS) >> continue to confirm delivery address
and scroll to the bottom >> Continue to CDS

Step Five:



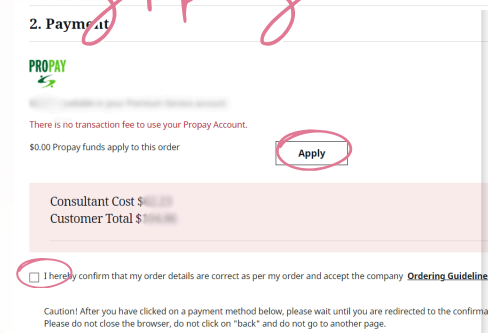
Confirm all Section 1 & 2 products have
been added to the cart >> Double
check totals >> Check Out

Step Six:



Confirm shipping address >> select
shipping >> Continue to Payment

Step Seven:



To use CDS you must have an established ProPay
account >> Confirm the totals >> choose to select
ProPay Balance or Credit Card >> Certify your
Order by checking the box >> Apply