

## PROPAY CREDIT CARD REIMBURSEMENTS

Accepting Credit Cards- if you choose to accept debit and credit cards (mc, visa, amex) you can set up a propay account- I highly recommend you do as people will spend on avg 25-30percent more + you can use funds IMMEDIATELY for your MK orders+ no carting of checks to the bank+checks have a 2-3day hold at the bank this is faster

You do not need to process them on site at parties- I always run them once I get home

You can enroll online via Intouch with PROPAY.

From the INTOUCH home page – click on PROPAY CUSTOMER CREDIT CARD SERVICES

It could be under Online ordering/propay services but should be visible on home page

From the Menu Select – SIGN UP WITH PROPAY.

You must go through the questions to set yourself up with an account with propay. This is a bank account on the internet with PROPAY (think of propay just like pay pal but way more inexpensive). Once you have done this you can go to your account profile and set up a bank account that you would ultimately like to receive the credit card payments in.

While Setting up propay there is a check box to select to get a free mk pink cashd ebit card GET ONE.

Once you have done the above you are all set to process credit cards.

Customer purchases with a Credit Card:

You go to propay and sign on.

You go to PROCESS A CREDIT CARD

Insert all appropriate information and they will charge the credit card. You will **NOT** be automatically paid. This merely starts the process. When you look at Propay home page you will see a PENDING BALANCE. This is the credit card you just charged less the small fee. **You can use PENDING funds towards mary kay orders.**

USING YOUR FUNDS

1. If you want to use them immediately for mk order- once you create your order and get it to the check out counter mkintouch will say “you have \_\_\_\_\_

available in propay how much do you want to use- you plug it in and it reduced the amount due on your order

2. Once funds available (1 day) you can either withdraw with the Pink cash debit card or use that card to make purchases anywhere
3. You can withdraw/transfer the funds to your checking account (usually takes another day)

I highly recommend you just leave your funds in the propay account once they are available We have found that about HALF the people will pay with cards, and if you leave it here that will replenish your sales and pay yourself out of your checking account cash/checks.