

How-Tos

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MARY KAY =



in the Star Consultant Program

You've put in an amazing amount of effort this last Star Consultant quarter, and we see you shining. If you know you've earned Star Consultant Program credits but aren't sure how many you have to redeem on the Rewards Site, no problem! Follow these steps to discover how many credits you've earned.

Step 1:

Credits Earned Per Star Consultant Prize Category

Star Consultant Program credits earned at the end of a Star Consultant quarter reflect your wholesale dollars plus team-building efforts. The more you complete of each, the more credits you earn!

Here's where each Star Consultant prize category begins:

Prize Category	Quarterly Wholesale Section 1 Order + Team-Building	Credits Earned
Sapphire	\$1,800	Starts at 2,000 credits
Ruby	\$2,400	Starts at 3,000 credits
Diamond	\$3,000	Starts at 4,000 credits
Emerald	\$3,600	Starts at 5,000 credits
Pearl	\$4,800	Starts at 7,000 credits
Pearl	\$6,000	Starts at 10,000 credits
Pearl	\$7,800	Starts at 17,000 credits
Pearl	\$9,600	Starts at 24,000 credits



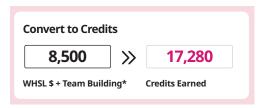
Step 2:

Want More Specific Credit Detail?

Now that you can earn specific program credits IN BETWEEN the Star Consultant prize categories, you may want to know *exactly* what you've earned.

You may choose from three easy ways to see what you've earned.

Option 1: Visit the Star Consultant Rewards Site at marykaystarprogram.com and locate the "Convert to Credits" calculator at the top of the page. Insert your quarterly wholesale dollar amount plus team-building total in the left-hand box and click **Enter.** The credits earned will populate in the right-hand box. This is how many program credits you have earned and will be added to your Available Credit Balance once the Star Consultant quarter ends.



Option 2: Visit the Star Consultant Rewards Site at marykaystarprogram.com and navigate to ACCOUNT In the upper right-hand corner. Select My Account. Under Credit History, you can see how many program credits you've earned per quarter. Reminder: This will display credits earned, so you do not need to convert these any further.



Option 3: View the **Star Consultant Program Credit Conversion Chart** on the Star Consultant Program page on *Mary Kay InTouch**. This is a detailed chart that displays exactly how many credits are earned for each wholesale dollar plus team-building, up to \$40,599.



Star Consultant Program Credit Conversion Chart See where your credits line up.

Download Now





When you visit the Rewards Site at **marykaystarprogram.com**, your Available Credit Balance is shown in the upper right-hand corner of the Rewards Site. This tells you how many total credits you can redeem from ALL quarters. **This amount should never be entered into the "Convert to Credits" feature.**

How to Create a Customized Goal Sheet

on the Star Consultant Program Rewards Site

You can now create your own Customized Goal Sheet to help motivate yourself or others each Star Consultant quarter! You can create a goal sheet as often as you would like and download it to use multiple ways: Print at home and post on your mirror for daily inspiration, make your goal sheet your phone's background so you never forget what you are working toward, or create personalized thematic goal sheets that feature prizes you KNOW will excite and delight your team members.

The possibilities of how to customize and use this goal sheet are endless!

Let's jump right in so you can start creating and motivating in five easy steps!

Step 1:

From the Mary Kay InTouch* Star Consultant Program page, click the button to visit the Rewards Site.

Step 2:

Browse the Rewards Site for exciting prizes, and be sure to add your favorites to your Wish List.

You can do this by selecting the heart icon ♥ under each prize description.

Step 3:

Once you've added a few prizes to your Wish List, move your mouse to the upper right-hand corner of the screen, and click on **Wish List**.

Step 4:

Click the button next to each prize in your Wish List to add or remove the item from the Customizable Goal Sheet frame. You can add up to six prizes per goal sheet.

Step 5:

Once you have your Customizable Goal Sheet exactly how you love it, click the **Download Goal Sheet** button below the goal sheet frame. This will save your new goal sheet to your computer.

From there, you can make the image your screen background, email it or print it. Remember: Use the Customized Goal Sheet to inspire yourself and to motivate others!



If you want to create another goal sheet, simply click the button below the goal sheet frame to clear all prizes in one click. More Customized Goal Sheets can be made anytime, and you can create as many as you want!

Have fun creating your Customizable Goal Sheet!

How to Redeem Your Credits for a Prize

on the Star Consultant Program Rewards Site

First things first: You're a Star! And it can't be said enough. You've worked hard and earned those sweet Star Consultant Program credits. Now you're ready to redeem them for an awesome prize to reward all your effort. But how? Just follow this easy step-by-step guide to get you going.

Step 1:

Go to the Rewards Site

What is the Rewards Site? The Rewards Site is the website you visit to see all the Star Consultant prize options and redeem your earned credits. There are two ways to access the Rewards Site:

- Visit <u>marykaystarprogram.com</u> from your computer or mobile phone.
- Visit the Star Consultant Program page on Mary Kay InTouch®, and click on the Pro Tip: This page is your one-stop shop to all things Star. It's your new Star hub! Find FAQs, how-to videos, a link to reports and other helpful information about Star and All-Star.



Step 2:

Identify Earned Credits

Your available credit balance is shown in the upper right-hand corner of the Rewards Site. This tells you how much you can spend.



Step 3: Find a Prize

An easy way to quickly find a prize is to **Search by Credits.** This is shown in the upper left-hand corner, just under the Star Consultant Program logo. Click and choose your preferred credit range. For example, if you have 2,900 credits, you will select **Sapphire 2,000 – 2,999** or less. This will show you only the prizes that you have enough credits to redeem.

You can search by category or brand or by typing exactly what you want into the Search Bar.

Type to search... Q



Once you find a prize that interests you, click on the shopping cart icon 📜 to add the prize to your cart.

Remember, the more you visit the Rewards Site, the more familiar it will become. Don't let the prize selection overwhelm you. Instead, explore them how Mary Kay Ash would: one bite at a time!



Step 5:
Check Out

From your shopping cart, click the **Checkout** button. Follow the prompts to complete the checkout process. Be sure to enter your shipping and email addresses carefully and correctly. Errors in this information will delay the shipment of your prize.

Your final step is to click the **Submit Order** button. Congrats! You're all done!

Once you submit your order, you will receive a confirmation email for easy reference regarding your selection(s). You will receive an additional shipping confirmation email when your prize ships.