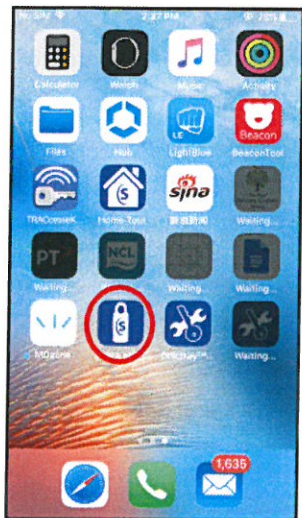


Single Access with eKEY

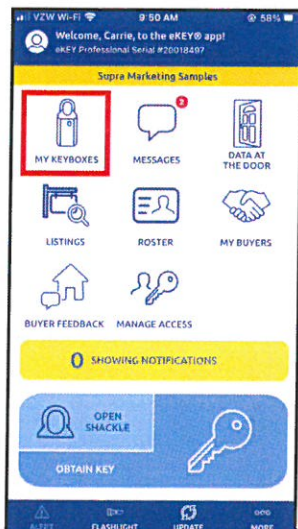
Provide one-time access to your property listings

Real estate agents know it takes a whole team to make a sale. Supra now offers a simple way to provide access to your listings for team members such as contractors, cleaning services, inspectors, etc. Follow the steps below to provide one-time access to your listings.

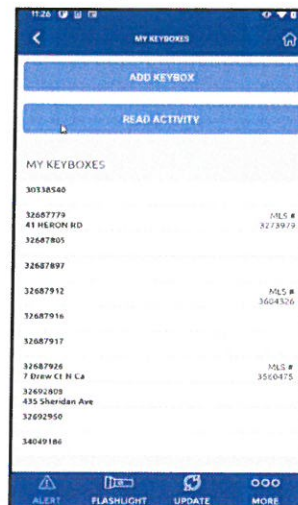
1. Open the eKEY app.



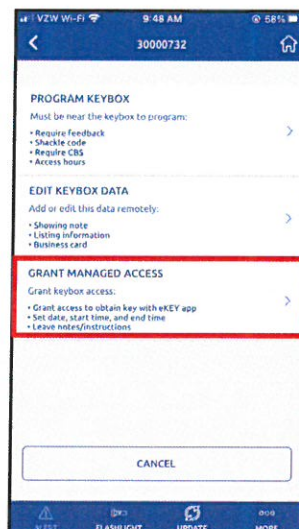
2. Select **My Keyboxes**.



3. Select the keybox for the property to which you wish to grant access.



4. Select **Grant Managed Access**.



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Single Access with eKEY

Provide one-time access to your property listings

5. Type in the cell number of the person to whom you wish to grant access (or choose from your contacts).

The screenshot shows the 'GRANT MANAGED ACCESS' screen. At the top, it says 'Access details will be sent via text to the managed access keyholder'. Below this is a red button labeled 'ADD FROM PHONE CONTACTS'. The 'PHONE NUMBER' field is highlighted with a red box. Other fields include 'LOCKBOX ID', 'ADDRESS', 'MLS # (Optional)', 'ACCESS HOURS', 'STARTS', and 'ENDS'.

7. Add any pertinent notes regarding the property and then press **Send**.*

The screenshot shows the 'GRANT MANAGED ACCESS' screen. The 'NOTES/INSTRUCTIONS (Optional)' field is highlighted with a red box. Below it is a red button labeled 'SEND'. Other fields include 'ADDRESS', 'MLS # (Optional)', 'ACCESS HOURS', 'STARTS', and 'ENDS'.

Note: Keybox must be assigned to an address. If it does not pre-populate, you must enter an address.

6. Select access day and time.

The screenshot shows the 'GRANT MANAGED ACCESS' screen. The 'ACCESS HOURS' field is highlighted with a red box. Below it is a red button labeled 'SEND'. Other fields include 'LOCKBOX ID', 'ADDRESS', 'MLS # (Optional)', 'STARTS', and 'ENDS'.

*An SMS text will be sent, inviting them to register for eKEY if they are not already registered with Supra. They will receive another SMS text indicating that access has been granted, along with date, time, and any notes relevant to the property.

The screenshot shows an SMS text message from Supra. The message reads: 'Supra lockbox access invite. Click to set up: <https://ekey.test.suprakim.com/key?id=9b19e85f-1066-4f1f-a878-d5f6c9b6c9a5>'. Below the message is a red button labeled 'SEND'.



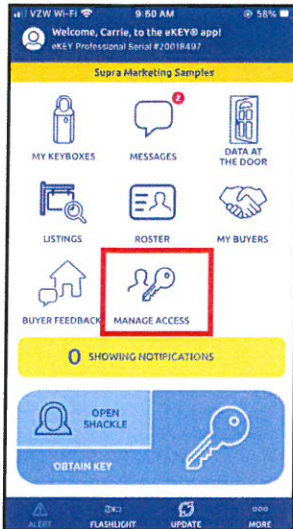
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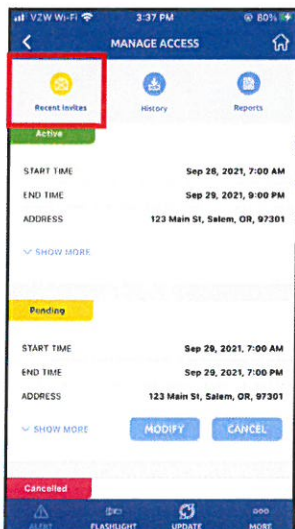
Single Access with eKEY

View Access Granted, History of Access Granted, and Generate Access Report

1. To view access granted, tap the **Manage Access** icon on your eKEY home screen.

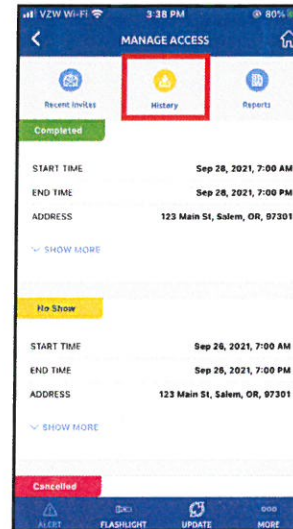


2. From here, you can view recent invites, history of access granted, and run reports of access granted. Tap **Recent Invites** to view recent access granted, access pending and access cancelled.

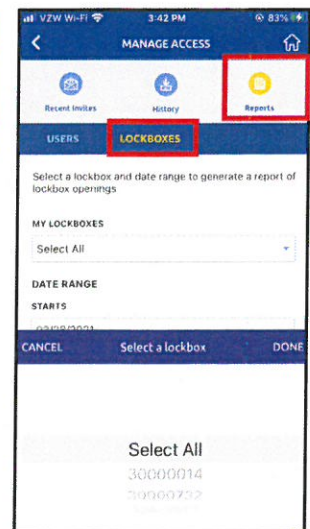
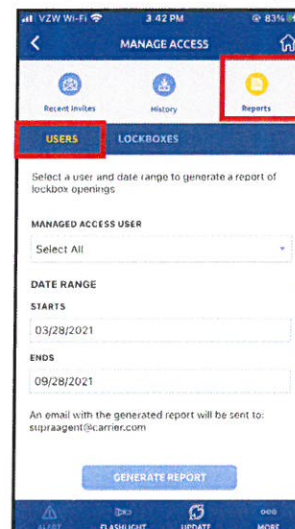


Note: This is where you can modify or cancel access granted (as long as the access window has not begun).

3. Tap **History** to view history of access granted. This will show completed, no-shows, and cancelled access.



4. Generate a report of lockboxes accessed, which will be sent to your email on file. Tap **Reports**. Run reports based on users or lockboxes. The report can be generated for all accesses by choosing *Select All*. Select a specific user or lockbox to generate a report for that selection only. Reports can be run for up to 2 years in the past, with a date range of 6 months.



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Single Access with eKEY

Instructions for Users

What to do when you're given one-time access to a property

You'll receive a couple of text messages with links that you'll need to click on first to gain access. Perform the first four steps *before* you want to gain access.

1. Click link in SMS text invitation to download and set up your eKEY.

Supra lockbox access invite.
Click to set up: <https://slegasrel3ekey.test.suprakim.com/key?id=19ef7f28-9f74-4a1c-b7f1-45f733618f89>

2. This will take you directly to the Supra eKEY app on your phone's app store. Click to download and install.



Note: If you already have eKEY installed, you'll be taken directly to the authorization page in Step 4.

3. Once app is downloaded, return to your texts; click on the same link to register with eKEY.

Fill out your information and tap **Register**.

Note: Remember your 4-digit PIN as you will need it every time you use eKEY.

4. Once you register, you'll receive a text with a link to an authorization code. Tap on the link and you'll be taken directly to a pre-populated authorization page for eKEY. Read and agree to the EULA (End User License Agreement) and Privacy notices.

5. This will bring up your eKEY. To open the lockbox, select **Obtain Key**.



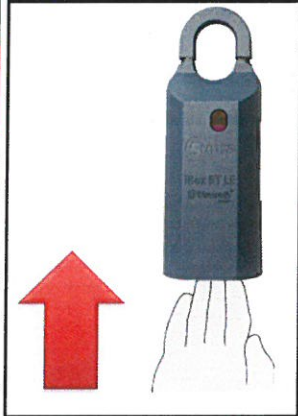
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Single Access with eKEY

What to do when you're given one-time access to a property

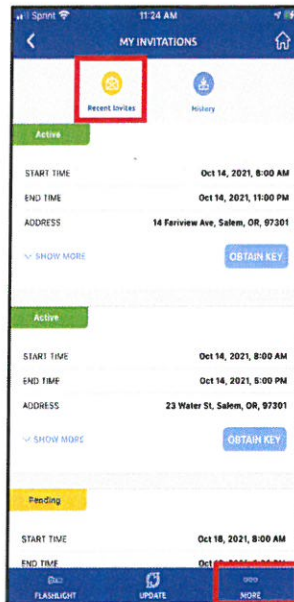
6. Enter the 4-digit PIN you selected during registration and push up on the bottom of the lockbox to turn it on.



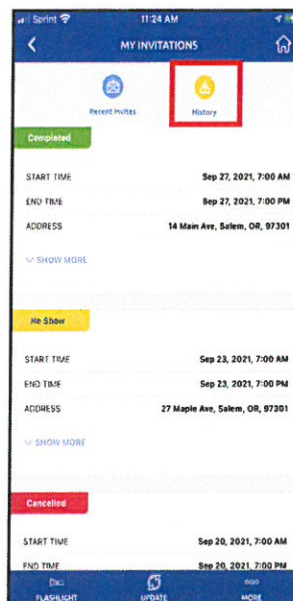
7. You will then get a "Success!" message. Once you see that, push up again on the bottom of the lockbox to access the key(s) inside.



To see all your invitations, tap **More >** **My Invitations.**



You can also review previous invitations by tapping **History.**



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