

Single Access with eKEY

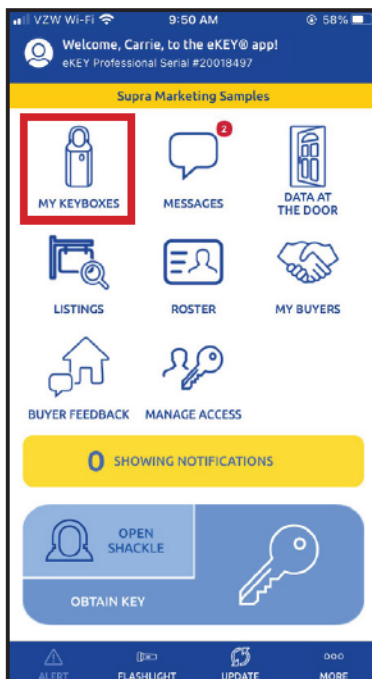
Provide one-time access to your property listings

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 agents outside of the New York State Alliance of MLS's. Follow the steps below to provide one-time access to your listings.

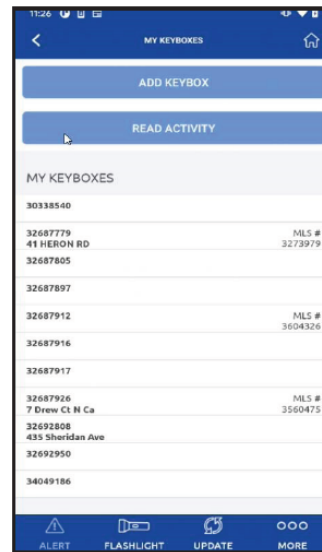
1. Open the eKEY app.



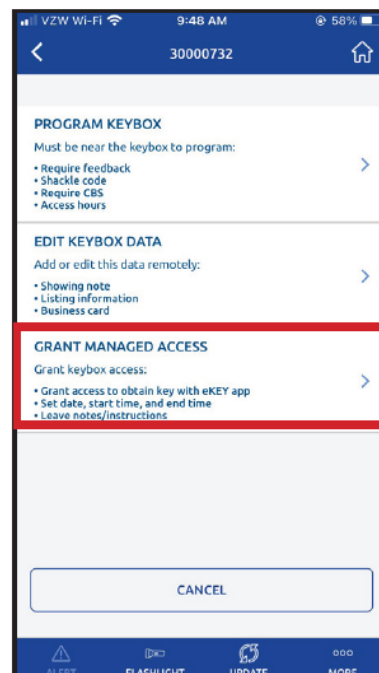
2. Select **My Keyboxes**.



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



4. Select **Grant Managed Access**.



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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' form. The 'PHONE NUMBER' field is highlighted with a red box. Below it, the 'LISTING INFO' section includes a 'LOCKBOX ID' dropdown, an 'ADDRESS' field, an 'MLS # (Optional)' field, 'ACCESS HOURS' (8:00 AM - 5:00 PM), and 'STARTS' (Sep 15, 2021).

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' form. The 'ACCESS HOURS' (8:00 AM - 5:00 PM) and 'STARTS' (Sep 28, 2021) fields are highlighted with a red box. Below them, the 'ENDS' field is also highlighted. At the bottom, there is a 'CANCEL' button, an 'ACCESS START TIME' section, and a 'SAVE' button.

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

The screenshot shows the 'GRANT MANAGED ACCESS' form. The 'NOTES/INSTRUCTIONS (Optional)' field is highlighted with a red box. Below it, there is a 'SEND' button. The form also includes fields for 'ADDRESS', 'MLS # (Optional)', 'ACCESS HOURS', 'STARTS', and 'ENDS'.

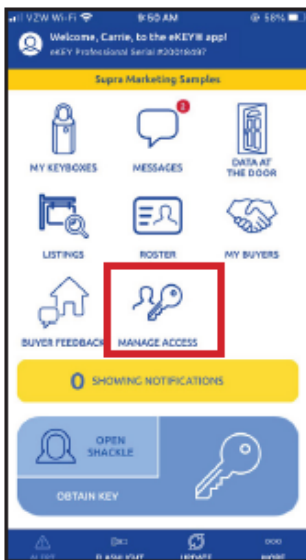
*An SMS text will be sent, inviting them to register for eKEY if they are not already registered with Supra. They will receive another SMS text indicating that access has been granted, along with date, time, and any notes relevant to the property.

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 'Text Message' input field with a camera icon and a send button.

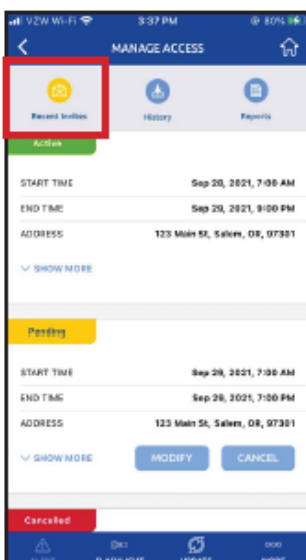
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View Access Granted, History of Access Granted, and Generate Access Report

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

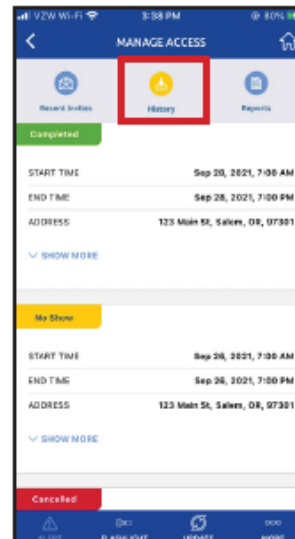


2. From here, you can view recent invites, history of access granted, and run reports of access granted. Tap **Recent Invites** to view recent access granted, access pending and access cancelled.



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.

