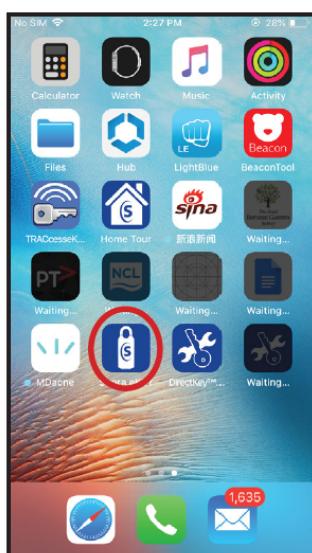


Single Access with eKEY

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.

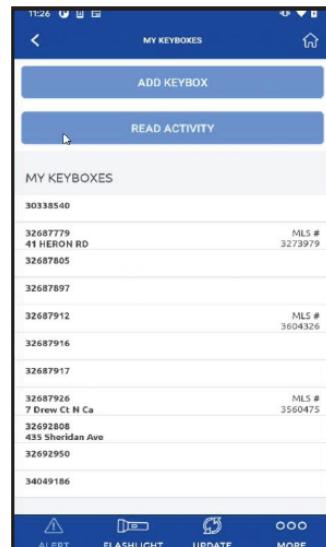
1. Open the eKEY app.



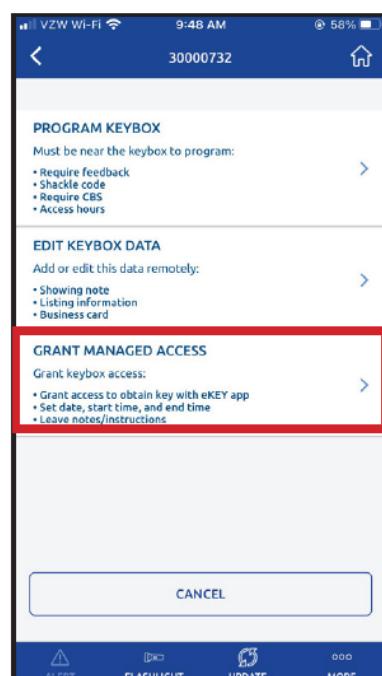
2. Select My Keyboxes.



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



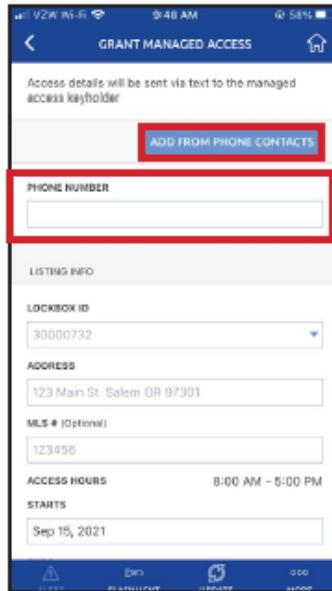
4. Select Grant Managed Access.



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).



GRANT MANAGED ACCESS

Access details will be sent via text to the managed access keyholder

ADD FROM PHONE CONTACTS

PHONE NUMBER

LISTING INFO

LOCKBOX ID: 30000732

ADDRESS: 123 Main St. Salem OR 97301

MLS #: (Optional) 123456

ACCESS HOURS: 8:00 AM - 5:00 PM

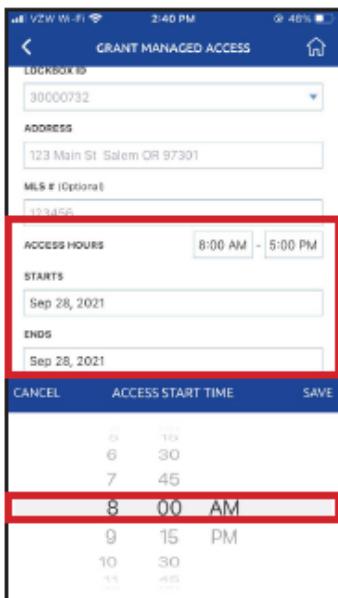
STARTS: Sep 15, 2021

ENDS: Sep 15, 2021

ALERT, FLASHLIGHT, UPDATE, LOG, MORE

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.



GRANT MANAGED ACCESS

LOCKBOX ID: 30000732

ADDRESS: 123 Main St. Salem OR 97301

MLS #: (Optional) 123456

ACCESS HOURS: 8:00 AM - 5:00 PM

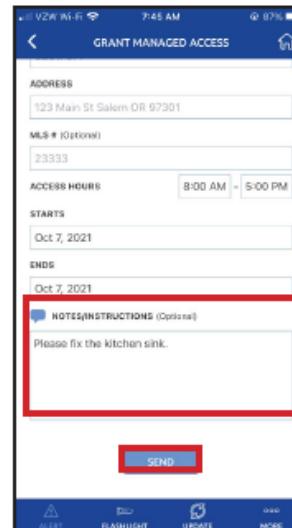
STARTS: Sep 28, 2021

ENDS: Sep 28, 2021

CANCEL, ACCESS START TIME, SAVE

AM	PM
6	30
7	45
8	00 AM
9	15 PM
10	30
11	45

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



GRANT MANAGED ACCESS

ADDRESS: 123 Main St. Salem OR 97301

MLS #: (Optional) 23333

ACCESS HOURS: 8:00 AM - 5:00 PM

STARTS: Oct 7, 2021

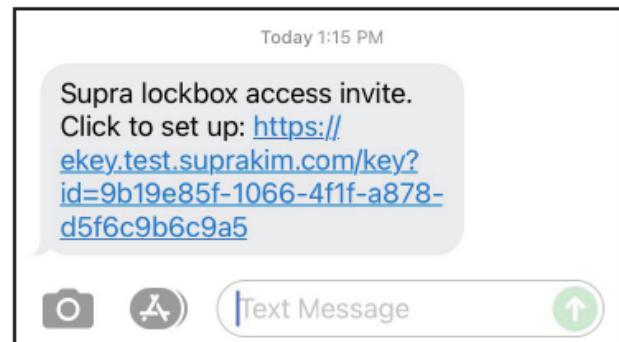
ENDS: Oct 7, 2021

NOTES/INSTRUCTIONS (Optional): Please fix the kitchen sink.

SEND

ALERT, FLASHLIGHT, UPDATE, LOG, MORE

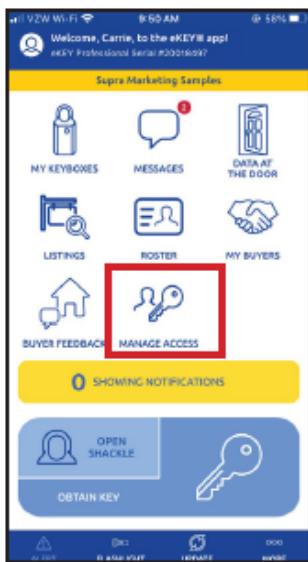
*An SMS text will be sent, inviting them to register for eKEY if they are not already registered with Supra. They will receive another SMS text indicating that access has been granted, along with date, time, and any notes relevant to the property.



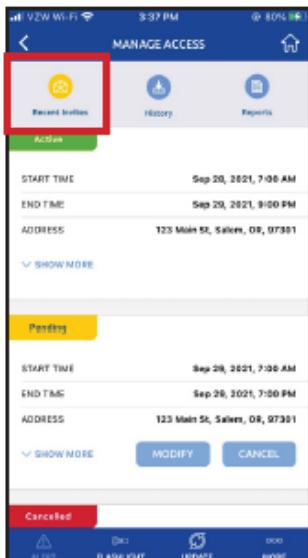
Single Access with eKEY

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.

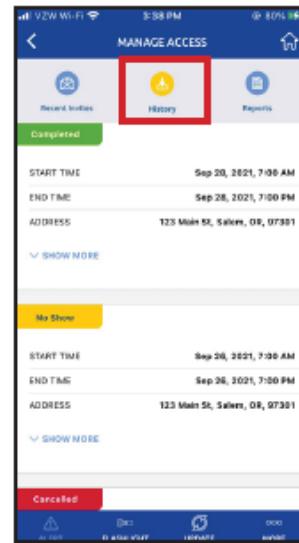


2. From here, you can view recent invites, history of access granted, and run reports of access granted. Tap **Recent Invites** to view recent access granted, access pending and access cancelled.



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.

