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 infrequent users such as contractors, stagers, and out-of-area agents. Follow the steps below to provide one-time access to your listings. *NOTE: This feature is not available in all areas.*

IMPORTANT: Listing agent must receive homeowner's permission before granting access to someone who is not a member of the association / board.

1. Open the eKEY app.



2. Select My Lockboxes.



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

11:26 🕐 🗉 🖽			0 • •
<	МУ КЕУВ	OXES	សិ
	ADD KE	увох	
b	READ AC	τινιτγ	
MY KEYBOXE	s		
30338540			
32687779 41 HERON RD			MLS # 3273979
32687805			
32687897			
32687912			MLS # 3604326
32687916			
32687917			
32687926 7 Drew Ct N Ca			MLS # 3560475
32692808 435 Sheridan Ave			
32692950			
34049186			
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	ELASHLICHT	UPDATE	MORE

4. Select Grant Managed Access.





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).

i I VZW Wi-Fi 奈	9:48 AM		🖲 58% 🗖
< GRAI	NT MANAGED	ACCESS	ស៍
Access details will access keyholder	be sent via tex	t to the ma	naged
	ADD FROM	M PHONE C	ONTACTS
PHONE NUMBER			
LISTING INFO			
LOCKBOX ID			
30000732			•
ADDRESS			
123 Main St Sale	em OR 97301		
MLS # (Optional)			
123456			
ACCESS HOURS		8:00 AM	- 5:00 PM
STARTS			
Sep 15, 2021			
	cal	ß	000
ALERT FLAS	ныснт и	IPDATE	MORE

Note: Lockbox must be assigned to an address. If the address field does not prepopulate, you must enter an address.

6. Select who will pay for the access token; the agent or the recipient (grantee).

<	GRANT MANAGED ACCESS	ណ៍
Succes	s! The phone number you entered is elig managed access.	ible for
PHONE N	UMBER	
74552	21136	0
A token is person.	required to grant managed access to	o this
O Use	an Access Token	
You hav	e 4 Access Tokens in your account.	
O Acc	ess Token fee to be paid by Grantee.	
LISTING IN	IFO	
LOCKBOX I	D	
9224042	6	f
ADDRESS		
hide		
MLS # (Opt	ional)	
-		

7. Select access day and time, add any pertinent notes and then press **Send***.



*An SMS text will be sent, inviting them to register for eKEY if they are not already registered with Supra. Once they register, they will receive a second SMS text.

 If the recipient is paying for the token, they will receive a text indicating further action is needed. If the agent is paying, the recipient will receive a text indicating that access has been granted.

Further action required to obtain access permission to xxxxxxxx-address-xxxxxxxxx xxxxxx MLS ID xxxxxxxxX. Open eKEY: https://ekey.suprakim.com/key? invite

xxx-name-xxx grants access: xxxxxxx-address-xxxxxxx MLS ID xxxxxxx-address-xxxxxxxx MLS ID xxxxxxxxx from 08/08/22. Open eKEY: https://ekey.suprakim.com/key? invite



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When Grantee Pays for Token

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3.

1. When the grantee clicks on the SMS text link indicating further action is needed, it will bring up the screen below. They tap the blue **Add Access Token** button.

	MY INVITATIONS 🕠			
😕 Recent Invites	н	8 story		
Token Required				
A token is required t access on this prop	o gain ADD ACC	ESS TOKEN		
START TIME	Jan	26, 2023 8:00 AM		
END TIME	Jan	27, 2023 5:00 PM		
ADDRESS	1240 Twin Villa Loop	, Twin Falls, ID, 8		
MLS#		98702235		
LOCKBOX ID		32817310		
LOCKBOX OPENINGS		0		
LISTING AGENT	Villis Stone, 208 Real Esta	e, LLC - Twin Fall		
PHONE		800555-0199		
ACCESS PAID BY	Awaiting you	r token purchase		
MESSAGE/INSTRUCTION	s			
-				
A SHOW LESS				
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2. A screen appears indicating that a small fee is required to gain one-time access. They can either decline the invitation or accept it; proceed to make the payment, then tap **Submit**.



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- 4. They then enter their card information and tap **Verify**, and then tap **Next**.

To purchase an Access Token, they tap Update Billing

Information to add their information.

Adate Billing X Formation Information Mumber on File Information team on Card Wills Brow Code 00022 dit Card 00022 dit Card 00022 Credit Card 00022 dit Card 00022 Credit Card 00022 Greener 00022 Credit Card 00022 Information bate 00022 Credit Card 00022 Information bate 00022 Credit Card 00022 Information will apply to uture Supra charges Vubstating unformation will apply to uture Supra charges Next Next	PURCHASING ACCESS TOKEN	ស	< PURC	HASING ACCESS TOKEN	G
d Number on File ne en Card Wills Stoke Code 98022 Credit Card 98022 Or discondate 00 - 2023 ettadon Date 00 - 2023 ettadon Date 00 - 2024 ettadon chare Credit Number Number Number Oto Hilling information will apply to uture Supra charges Next Next	odate Billing formation	×	Update Bi Informatio	lling on	×
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V Careal Felded Careat Vortage Vortag	ration Date 01 v 2023 v		CVC Number Expiration Date	953 What's this?	
Vipdating your billing information will apply to ture Supra charges Next Next Next Next Next	ry Cancel		Finished Cano	cel	
	ating your billing information will ap uture Supra charges Next	pply to	Updating your b all future Supra	oilling information will a charges Next	pply to
			_	-16	-

5. They enter their address information and tap Save.

Address Information	>
Address 1	
952 Montreal Estate Street	
Address 2	
City	
ENUMCLAW	
State	
Washington	~
Zip/Postal Code	
98022	
Email	
willis.stone@gmail.com	
Updating your billing information to all future Supra charges	will appl
SAVE	



suprasystems.com

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When Grantee Pays for Token

Supra eKEY Your purchase successful.

6. After they agree to the payment terms & conditions, they tap **Purchase Access Token**.



8. They will receive a text message indicating that their purchase was successful and then they will see the welcome screen pop up on the eKEY app.

2:06 PM ^ ^	Serial A	GED ACCESS 110147015	
	Welcome, Maddy, to t		<ey® app!<="" th=""></ey®>
		OBTAIN KEY	
			000 More

 They must confirm that they want to make the payment by tapping Yes. Another screen will appear; they can either tap Done or the screen will auto-navigate to the next page in 6 seconds.





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.



