## Using SupraWEB to Grant Single Access without Tokens

## **Busy? Allow Your Assistant to Provide Single Access to Others**

Agents who use the Supra eKEY<sup>®</sup> app can now have their assistants provide Single Access to others, using SupraWEB. The steps below outline the process by which assistants can help manage Single Access events.

1. Log into SupraWEB and select the Listings tab along the top of the screen.



2. On the *Listings Inventory* page, click the keyshaped icon under the *Actions* column for the relevant property.

| Supr                            | a                |                |           | HU      | SupraW<br>Management W | g Out ]<br><b>'EB</b><br>ebsite |
|---------------------------------|------------------|----------------|-----------|---------|------------------------|---------------------------------|
| HOME                            | LISTINGS         | REPORTS        | SETTINGS  | BILLING | SUPPORT                |                                 |
| QUICK LINKS  Listings Lockboxes | Listing Inventor | /<br>nt Report |           |         |                        |                                 |
|                                 | MLS#+            | Lockbox #¢     | Address ♦ | Actions | i                      |                                 |
| ACTIONS                         | 8473             | 31364501       |           |         | 🛯 🖂 🖡 🎤                |                                 |
| > Assign Listing ✓              | 34245            | 31364499       |           |         | 🛯 🖂 🛊 🔎                |                                 |
|                                 | 624311           | 31364496       |           |         | 🛯 🖂 🛊 🔎                |                                 |
|                                 | 3257325          | 31364494       |           |         | 2 🛛 🕯 🏓                |                                 |

3. This will bring up the *Grant Managed Access* screen. Enter the requester's phone number and SupraWEB will check eligibility.



Note: Red text will indicate if the number is ineligible.

 Once eligibility has been established, select access date and time, add any relevant notes, and click Submit.

| Capi   | u   |   |                |         | SupraWEB<br>Management Website |
|--|---|---|----------------|---------|--------------------------------|
| HOME   | LISTINGS  | REPORTS   | SETTINGS       | BILLING | SUPPORT                        |
| QUICK LINKS Update Code Update Code Identify Keyholder View Granted Access Access Authorization Code Change PIN Add Lockbox Assign Listing V | Grant Managed Access  Specif Access betals  MLS #: 14230 Lockows Senal Number: 3137802 Lockows Senal Number: 3137802 Lockows Senal Number: 3559631230  Grantee Mobile Phone Number: 5559631230  * An invitation to register as a Single Access user will be sent when the Submit button is a clickod to SE6834230 |   |                |         |                                |
| - [Assign Listing V  | button is   |   |                |         |                                |
| Pessign Listing V  | Start Access<br>Start Date 6/1<br>End Access 1<br>End Date 6/1  | Time<br>2/2023 Start Time<br>ime<br>2/2023 End Time ( | 08 v 00 v AM v |         | _                              |

**Note:** We recommend adding a note for the requester so they know what they need to do.

5. A *Success* message will appear along the top of the screen and then the listings inventory screen will appear.

| TIOME  | LISTINGS                                     | REPORTS  | SETTINGS                       | BILLING | SUPPORT            |  |  |  |
|--|--|--|--------------------------------|---------|--------------------|--|--|--|
| QUICK LINKS  | Grant Mana                                   | ged Access   |                                |         |                    |  |  |  |
| Update Code  | Access su                                    | Access successfully granted.   |                                |         |                    |  |  |  |
| Identify Keyholder                                 | - Specify Acc                                | Specify Access Details   |                                |         |                    |  |  |  |
| Access   | MLS #: 1467                                  |  |                                |         |                    |  |  |  |
| Authorization Code Lockbox Serial Number: 33149135 |  |  |                                |         |                    |  |  |  |
| Change PIN Listing Address:                        |  |  |                                |         |                    |  |  |  |
| Add Lockbox  | Construction beauti                          | Grantee Mobile Phone Number: [5566785432 *                                     |                                |         |                    |  |  |  |
| Assign Listing ~                                   | Grantee Mod                                  |  |                                |         |                    |  |  |  |
|  | button is                                    | clicked to 556678  | 5432.                          |         |                    |  |  |  |
|  | Start Access<br>Start Date 6/<br>End Access  | s Time<br>8/2023 Start Time<br>Time  | 00 v 00 v 00 v 80              |         |                    |  |  |  |
| MLS # -  | Start Access<br>Start Date 6<br>End Access   | s Time<br>8/2023 Start Time<br>Time  | 08 ∽ 00 ~ AM ~<br>Address ≑    | Actions |                    |  |  |  |
| MLS # -<br>8473                                    | Start Access<br>Start Date @<br>End Access   | s Time<br>8/2023Start Time<br>Time<br># <b>↓</b><br>31364501                   | 08 ~ 00 ~ AM ~                 | Actions |                    |  |  |  |
| MLS # -<br>8473<br>34245                           | Start Access<br>Start Date @<br>End Access   | n Time<br>8/2023 Start Time<br>Time<br># ◆<br>31364501<br>31364499             | 08 ♥ (00 ♥ (AM ♥)<br>Address ♥ | Actions | ⊠‡≁<br> ⊠‡≁        |  |  |  |
| MLS#-<br>8473<br>34245<br>624311                   | Start Access Start Date @ End Access Lockbox | n Time<br>8/2023 Start Time<br>Time<br># ♠<br>31364501<br>31364499<br>31364496 | 08 ∨ 00 ∨ AM ∨<br>Address ♦    | Actions | ⊠‡<br>∕<br>⊠‡<br>∕ |  |  |  |



## Using SupraWEB to Grant Single Access without Tokens

How to Modify Pending Access Granted

 Access granted can only be changed before the date and time of access. To modify any pending access granted, click on the settings icon next to the relevant property.

| MLS #▼  | Lockbox #\$ | Address \$ | Actions    | _        |   |
|---------|-------------|------------|------------|----------|---|
| 8473    | 31364501    |            | 🛾 🖾        | ٠        | P |
| 34245   | 31364499    |            | <b>B</b> 🖂 | 4        | P |
| 624311  | 31364496    |            | 🛾 🖻 🖂      | <b>@</b> | P |
| 3257325 | 31364494    |            | <b>B</b> 🛛 | 4        | 0 |

2. On the screen that appears, click the *Managed Access* tab along the top.

| HOME   | LISTINGS        | REPORTS           | SETTINGS       | BILLING       | SUPPORT                 |
|--|-----------------|-------------------|----------------|---------------|-------------------------|
| QUICK LINKS  | MLS # 34245     |                   |                |               |                         |
| Listings   |                 |                   |                |               |                         |
| Lockboxes  | Listing Details | Lockbox Settings  | Managed Access |               |                         |
|  | Listing Details |                   |                |               |                         |
| ACTIONS  |                 |                   |                |               | ~                       |
| Add Lockbox  | MLS#:           | 34245             |                |               |                         |
| <ul> <li>Unassign Listing</li> <li>Delete Lockbox</li> </ul> |                 | Change MLS #      |                |               |                         |
| Showing Activity   |                 |                   |                |               |                         |
| Assign Listing 🗸   | Address:        | Add Address       |                |               |                         |
|  | Listing Date:   | February 26, 2015 |                |               |                         |
|  | Client:         | Dudasko           |                |               | •                       |
|  | Occupant:       | owner             |                |               |                         |
|  |                 |                   |                | Add address a | ofore adding a photo    |
|  |                 |                   |                | Add address i | before adding a prioro. |

3. On the *Managed Access* screen, click **Modify Revoke** under the *Action* column to change or delete the access.





