GRANT ACCESS VIA YOUR eKEY

Supra provides a way for you to allow access to your listings via eKEY's new *Managed Access* feature. This will allow you to provide licensed real estate agents who are not a member of your local Board/Association access to show homes listed for sale. **Note:** *The Requesting Agent must first contact your Board/Association to receive an authorized Managed Access eKEY.*

You can use your eKEY to grant lockbox access to visiting licensed real estate agents who are not members of your organization, provided you have received permission from your home seller. You define the access window, and you'll receive real-time notifications when your property is being shown. You can easily provide additional details like alarm codes or special showing instructions when granting access.
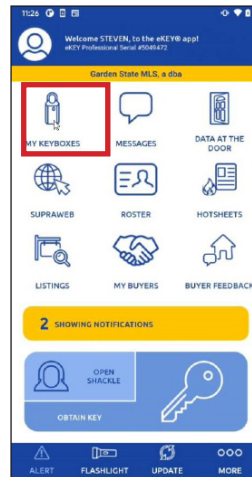
How to Grant Access
(***Important:*** *Requesting agent* <u>must</u> *have an authorized eKEY from your Board/Association.*)

1. If you intend to grant keybox access to a real estate agent who is not a member of the real estate organization through which a property is listed, you acknowledge that you have obtained explicit consent to do so from the owner of the property to which the keybox grants access. Proof of the property owner's consent to allow such access must be retained by you and provided upon request. (Your local Board/Association may have rules and regulations for access that must also be followed.)
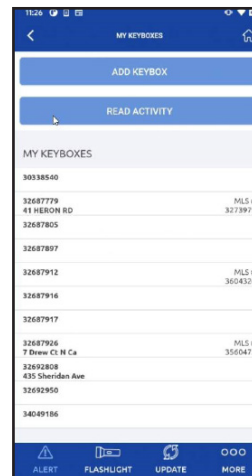
2. Open the eKEY app.
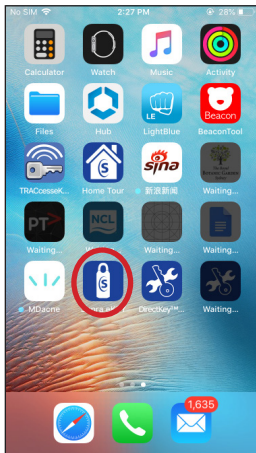
3. Select **My Keyboxes**.

4. Select a valid keybox for which you would like to grant access.

5. Select *Grant Managed Access.*

6. Type in the cell number of the Requesting Agent to whom you are granting access (or choose from your contacts).

   Note: If the keybox is assigned to a listing, fields will self-populate with the address. If keybox is not assigned to a listing, the listing address is required. The MLS # can be used in addition to the address but the address is required.

7. Select access day and time.

8. Add any pertinent notes for the Requesting Agent and then press **Send**.

   Note: Notes will appear in the text that agents receive informing them of access granted.