

# Managed Access with eKEY

## 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.*

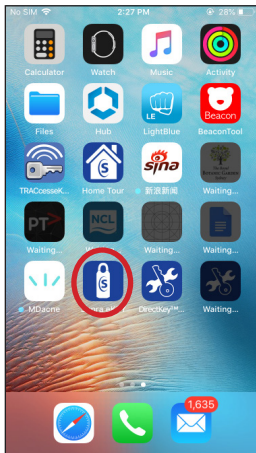
You can use your eKEY to grant lockbox access to visiting licensed real estate agents who are not members of your organization, provided you have received permission from your home seller. You define the access window, and you'll receive real-time notifications when your property is being shown. You can easily provide additional details like alarm codes or special showing instructions when granting access.

### How to Grant Access

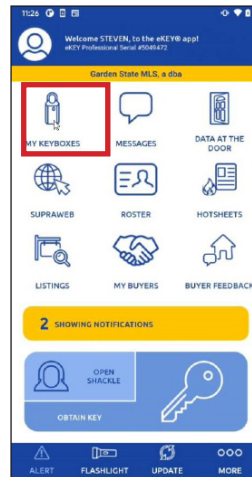
**(Important: Requesting agent must have an authorized eKEY from your Board/Association.)**

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.)

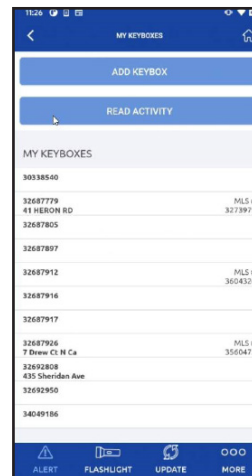
2. Open the eKEY app.



3. Select **My Keyboxes**.



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



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Revision B

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### 5. Select *Grant Managed Access*.

The screenshot shows the 'PROGRAM KEYBOX' screen with the following sections:

- PROGRAM KEYBOX**: Must be near the keybox to program. Includes options for Require Feedback, Shake code, Require CBS, and Access hours.
- EDIT KEYBOX DATA**: Add or edit this data remotely. Includes options for Showing note, Listing information, and Business card.
- GRANT MANAGED ACCESS**: Grant keybox access. Includes options for Grant access to obtain key with eKEY app, Set date, start time, and end time, and Leave notes/instructions. This section is highlighted with a red box.

A 'CANCEL' button is at the bottom.

### 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.

The screenshot shows the 'GRANT MANAGED ACCESS' screen with the following fields:

- PHONE NUMBER**: A text input field with a red box around it and a red 'ADD FROM PHONE CONTACTS' button above it.
- LISTING INFO**: Includes LOCKBOX ID (30000732), ADDRESS (123 Main St. Salem OR 97301), MLS # (Optional) (123456), ACCESS HOURS (8:00 AM - 5:00 PM), and STARTS (Sep 28, 2021).

A 'CANCEL' button is at the bottom.

### 7. Select access day and time.

The screenshot shows the 'GRANT MANAGED ACCESS' screen with the following fields:

- ACCESS HOURS**: 8:00 AM - 5:00 PM (highlighted with a red box).
- STARTS**: Sep 28, 2021 (highlighted with a red box).
- ENDS**: Sep 28, 2021.

A table below shows the time selection process:

CANCEL	ACCESS START TIME	SAVE
	6:30	
	7:45	
	8:00 AM	
	9:15 PM	
	10:30	
	11:45	

### 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.

The screenshot shows the 'GRANT MANAGED ACCESS' screen with the following fields:

- ADDRESS**: 123 Main St Salem OR 97301
- MLS # (Optional)**: 23333
- ACCESS HOURS**: 8:00 AM - 5:00 PM
- STARTS**: Oct 27, 2021
- ENDS**: Oct 27, 2021
- NOTES/INSTRUCTIONS (Optional)**: Alarm code 1234

A red 'SEND' button is at the bottom.



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