## Supra<sup>®</sup> eKEY Payment Management

#### **Using the Payment Management Feature in SupraWEB**

1. Visit www.SupraeKEY.com and log in to SupraWEB.



2. From the SupraWEB home page, click the **Billing** tab along the top.



3. To set up payment with a card, click **Account Information** under Billing Menu on the left.



4. Confirm your personal information, select **Credit Card** under Primary Payment Method, enter card information then read and accept the terms and conditions before clicking **Save**.

| ,  | Key Type: EKey<br>Date: 11/30/2020   |  |                            |   |
|--|--|--|----------------------------|---|
| Address Inform   | ation  |  |                            |   |
| Address1:  | 488 SPRINGFIELD AVE  | *  |                            |   |
| Address2:  |  |  |                            |   |
| City:  | SUMMIT   | State: New Jersey  | × *                        | Country: US v *                         |
| Postal Code:   | 07901 *  |  |                            |   |
| Phone:   | 908277-0893  | Email: test@carrier.com  | 1                          | -                                       |
| rimary Paym<br>Enable Auto<br>Enable Elec<br>ove.<br>Credit Card Info  | ent Method: <u>Credit Ca</u><br>matic Charges - Us<br>tronic Invoicing - Al<br>rmation   | e this billing information<br>I future bills will be sent        | to pay all r<br>to the ema | recurring bills<br>il address specified |
| Primary Paym<br>Enable Auto<br>Enable Elec<br>pove.<br>Credit Card Info  | ent Method: <u>Credit Ca</u><br>matic Charges - Us<br>tronic Invoicing - Al<br>mation  | e this billing information<br>I future bills will be sent        | to pay all r<br>to the ema | recurring bills<br>il address specified |
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| rimary Paym<br>Enable Auto<br>Enable Elec<br>pove,<br>Credit Card Info   | ent Method: <u>Credit Ca</u><br>imatic Charges - Us:<br>tronic Invoicing - Al<br>mation  | e this billing information                                       | to pay all r<br>to the ema | ecurring bills<br>il address specified  |
| rimary Paym<br>Enable Auto<br>Enable Elec<br>jove,<br>Credit Card Info<br>USA Control Info<br>Credit Card # or<br>Expiration   | ent Method: <u>Oredit Ca</u><br>imatic Charges - Us<br>tronic Invoicing - Al<br>mation<br>mation<br>File:<br>Date:   | in v   | to pay all r<br>to the ema | ecurring bills<br>il address specified  |
| rimary Paym<br>Enable Auto<br>Enable Elec<br>jove,<br>Credit Card Info<br>VISA Cord Info<br>Credit Card # or<br>Expiration   | ent Method: <u>Oredit Ca</u><br>imatic Charges - Us<br>tronic Invoicing - Al<br>mation<br>mation<br>File:<br>Date:<br>Lard #   | e this billing information                                       | to pay all r               | ecurring bills<br>II address specified  |
| rimary Paym<br>Enable Auto<br>Enable Electory<br>Credit Card Info<br>Credit Card Info<br>Credit Card # or<br>Expiration<br>New Credit C  | ent Method: Credit Cr<br>matic Charges - Us<br>tronic Invoicing - Al<br>mation<br>File:<br>Date:<br>ard #  | e this billing information<br>I future bills will be sent        | to pay all r               | ecurring bills<br>il address specified  |
| <ul> <li>Primary Paym</li> <li>Enable Auto</li> <li>Enable Electrove.</li> <li>Credit Card Info</li> <li>IVISI (Credit Card Info</li> <li>Credit Card # on<br/>Expiration</li> <li>New Credit C<br/>Expiration</li> </ul>  | ent Method: <u>Credit Cr</u><br>matic Charges - Us<br>tronic Invoicing - Al<br>mation<br>• File:<br>Date:<br>ard #*  | e this billing information<br>I future bills will be sent        | to pay all r               | ecurring bills<br>il address specified  |
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| rimary Paym<br>Enable Auto<br>Enable Elec-<br>sove.<br>Credit Card Info<br>Credit Card Info<br>Credit Card a or<br>Expiration<br>New Credit C<br>Expiration<br>ms and Conditio<br>I have read, an  | ent Method: (Credit Ca<br>matic Charges - Us<br>tronic Invoicing - Al<br>mation<br>mation<br>Reser<br>Large Ca<br>Large Ca | e this billing information<br>I future bills will be sent<br>v * | to pay all r               | ecurring bills<br>il address specified  |

 If you're already making electronic payments through SupraWEB, when you click Account Information (Step 3), your balance will come up along with any unpaid invoices. Select an invoice to pay or choose to pay the entire balance.

| Subi   | a  |  |  |   | Sup  | ement Web   |  |  |  |
|--|--|--|--|---|--|---|--|--|--|
| HOME   | LISTINGS   | REPORTS  | SETTINGS   | BILLING   | S  | UPPORT  |  |  |  |
| Billing Menu   | 🖾 Email 📇 P  | Print  |  |   |  |   |  |  |  |
| Account Balance<br>Billing History<br>Account<br>Information<br>Contracts<br>FAQ | Account Ba   | Account Balance  |  |   |  |   |  |  |  |
|  | Supra Custo  | Customer: CAROLE C<br>omer Number: 134860<br>Agent ID: 210470<br>Serial #: 5706638<br>Key Type: EKey<br>Date: 11/30/2020   | SOTTLIEB   |   |  |   |  |  |  |
|  | You current  | ly have a total balan  | ce of \$44.97  |   |  |   |  |  |  |
|  | You current  | Number: 55141355<br>arden State MLS, a dba - N   | Due Date: 9/1/2020   | PAST DUE<br>sic Service Monthly   | Total: \$14.99<br>Access Fee:  | (USD)<br>\$14.99  |  |  |  |
|  | You current  | Number: 55141355<br>arden State MLS, a dba - N   | ce of \$44.97<br>Due Date: 9/1/2020<br>UJ SUPRA eKey Service Bas   | PAST DUE<br>sic Service Monthly   | Total: \$14.99<br>/ Access Fee:<br>Total   | (USD)<br>\$14.99<br>\$14.99   |  |  |  |
|  | You current  | ly have a total balan<br>Number: 55141355<br>arden State MLS, a dba - N<br>Number: 55705432  | ce of \$44.97<br>Due Date: 9/1/2020<br>IJ SUPRA eKey Service Bas<br>Due Date: 10/1/2020  | PAST DUE<br>sic Service Monthly<br>PAST DUE   | Total: \$14.99<br>/ Access Fee:<br>Total<br>Total: \$14.99   | (USD)<br>\$14.99<br>\$14.99<br>(USD)  |  |  |  |
|  | You current  | ly have a total balan<br>Number: 55141355<br>arden State MLS, a dba - N<br>Number: 55705432<br>arden State MLS, a dba - N  | Due Date: 9/1/2020<br>UJ SUPRA eKey Service Bas<br>Due Date: 10/1/2020<br>UJ SUPRA eKey Service Bas  | PAST DUE<br>sic Service Monthly<br>PAST DUE<br>sic Service Monthly                                    | Total: \$14.99<br>(Access Fee:<br>Total<br>Total: \$14.99<br>(Access Fee:  | (USD)<br>\$14.99<br>\$14.99<br>(USD)<br>\$14.99   |  |  |  |
|  | You current  | ly have a total balan<br>Number: 55141355<br>arden State MLS, a dba - N<br>Number: 55705432<br>arden State MLS, a dba - N  | Due Date: 9/1/2020<br>AJ SUPRA eKey Service Bas<br>Due Date: 10/1/2020<br>AJ SUPRA eKey Service Bas  | PAST DUE<br>sic Service Monthly<br>PAST DUE<br>sic Service Monthly                                    | Total: \$14.99<br>/ Access Fee:<br>Total<br>Total: \$14.99<br>/ Access Fee:<br>Total   | (USD)<br>\$14.99<br>\$14.99<br>(USD)<br>\$14.99<br>\$14.99                                |  |  |  |
|  | You current<br>tructes -<br>Inv lice<br>Gi<br>Inv lice<br>Gi           | Iy have a total balan<br>Number: 55141355<br>arden State MLS, a dba - N<br>Number: 55705432<br>arden State MLS, a dba - N<br>Number: 56379241                                | Due Date: 9/1/2020<br>UI SUPRA eKey Service Bas<br>Due Date: 10/1/2020<br>UI SUPRA eKey Service Bas<br>Due Date: 11/1/2020   | PAST DUE<br>sic Service Monthly<br>PAST DUE<br>sic Service Monthly<br>PAST DUE                        | Total: \$14.99<br>/ Access Fee:<br>Total<br>Total: \$14.99<br>/ Access Fee:<br>Total<br>Total: \$14.99   | (USD)<br>\$14.99<br>\$14.99<br>(USD)<br>\$14.99<br>\$14.99<br>(USD)                       |  |  |  |
|  | You current<br>Invites<br>Inv lice<br>Ge<br>Inv lice<br>Ge<br>Inv lice | ly have a total balann<br>Number: 55141355<br>arden State MLS, a dba - N<br>Number: 55705432<br>arden State MLS, a dba - N<br>Number: 56379241<br>arden State MLS, a dba - N | Due Date: 9/1/2020<br>JJ SUPRA eKey Service Bat<br>Due Date: 10/1/2020<br>JJ SUPRA eKey Service Bat<br>Due Date: 11/1/2020<br>JJ SUPRA eKey Service Bat                  | PAST DUE<br>sic Service Monthly<br>PAST DUE<br>sic Service Monthly<br>PAST DUE                        | Total: \$14.99<br>/ Access Fee:<br>Total<br>Total: \$14.99<br>/ Access Fee:<br>Total<br>Total: \$14.99<br>/ Access Fee:<br>Total                       | (USD)<br>\$14.99<br>\$14.99<br>\$14.99<br>\$14.99<br>(USD)<br>\$14.99                     |  |  |  |
|  | You current<br>Invites<br>Invites<br>Invites<br>Ga                     | ty have a total balan<br>Number: 55141355<br>arden State MLS, a dba - N<br>Number: 55705432<br>arden State MLS, a dba - N<br>Number: 56379241<br>arden State MLS, a dba - N  | Due Date: 9/1/2020<br>JJ SUPRA eKey Service Bat<br>Due Date: 10/1/2020<br>JJ SUPRA eKey Service Bat<br>Due Date: 11/1/2020<br>JJ SUPRA eKey Service Bat                  | PAST DUE<br>sic Service Monthly<br>PAST DUE<br>sic Service Monthly<br>PAST DUE<br>sic Service Monthly | Total: \$14.99<br>/ Access Fee:<br>Total: \$14.99<br>/ Access Fee:<br>Total<br>Total: \$14.99<br>/ Access Fee:<br>Total<br>Total: \$14.99              | (USD)<br>\$14.99<br>\$14.99<br>(USD)<br>\$14.99<br>\$14.99<br>(USD)<br>\$14.99<br>\$14.99 |  |  |  |
|  | You current  | ly have a total balan<br>Number: 55141355<br>arden State MLS, a dba - N<br>Number: 55705432<br>arden State MLS, a dba - N<br>Number: 56370241<br>arden State MLS, a dba - N  | ce of \$44.97<br>Due Date: 9/1/2020<br>UI SUPPA eKey Service Bas<br>Due Date: 10/1/2020<br>UI SUPPA eKey Service Bas<br>Due Date: 11/1/2020<br>UI SUPPA eKey Service Bas | PAST DUE<br>sic Service Monthly<br>PAST DUE<br>sic Service Monthly<br>PAST DUE<br>sic Service Monthly | Total: \$14.99<br>(Access Fee:<br>Total<br>Total: \$14.99<br>(Access Fee:<br>Total: \$14.99<br>(Access Fee:<br>Total: \$14.99<br>(Access Fee:<br>Total | (<br>\$14.99<br>\$14.99<br>(<br>\$14.99<br>\$14.99<br>(<br>\$14.99<br>\$14.99<br>\$14.99  |  |  |  |



#### supraekey.com

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# Supra<sup>®</sup> eKEY Payment Management

### Using the Payment Management Feature in SupraWEB, continued

6. You will then be taken to a payment confirmation page where you will see a payment confirmation number.



**Note:** You will be notified by email when your payment is processed and charged to your account.

