How to Use MY KEYS

Adding a Key

Supra offers agents the ability to use keys from multiple organizations via their mobile devices. Each eKEY added may have different pricing -- check with the association/MLS from which you want to add a key. The *MY KEYS* feature allows each key to be authorized and ready for use when needed.

1. Open the eKEY app and tap **More** in the lower right corner.

Note: To access

this feature, you

latest eKEY app

must have the

update.



2. Tap **My KEYS**.



green. To add a key tap **Add Key.**



3. This will bring up a list of your keys. The

current key will appear at the top, bordered in

4. A screen will appear indicating that you need an authorization code to continue.





How to Use My KEYS

Switching and Deleting a Key

5. Enter the authorization code and an optional nickname for your new key. *Note: If you don't have an authorization code, contact the relevant organization.*



6. After entering the authorization code, tap **Add Key**.



Warning: Using the Reset Authorization option under About eKEY App removes all eKEYS and requires each one to be reauthorized individually.

7. Your *MY KEYS* page will appear with the new key bordered in green at the top of the page. To switch to a different key, tap the blue **Switch Key** button.



8. To delete a key, tap the trashcan icon on that key's screen. In each case (switching or deleting), a confirmation screen will appear.



Note: Deleting a key only removes it from the app. It remains assigned to you with your organization and you are still responsible for paying related fees.

