

# Supra eKEY Self-Signup

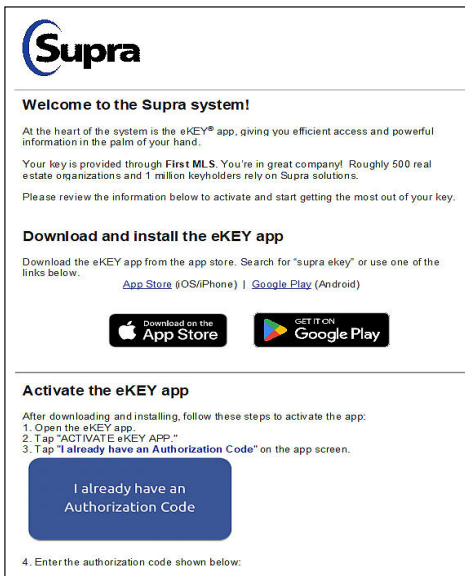
## From the Keyholder's Perspective

Welcome to eKEY Self-Signup! This document is for new keyholders who will pay their key fees directly to Supra. Make sure your organization's Supra administrator has assigned you a key before you begin the steps below.

1. You will receive a text message urging you to check your email to complete eKEY activation within the next 5 days.

Welcome to the Supra system! Check your email at [mary.clarke@where.com](mailto:mary.clarke@where.com) to complete your activation within the next 5 days.

2. The welcome email will include a link to download the Supra eKEY app and instructions for how to activate it. A PIN is included along with instructions on how to change it. The email also contains an authorization code (not shown below) that you will use to set up your eKEY. The authorization code will expire if you do not set up your eKEY within the next 5 days



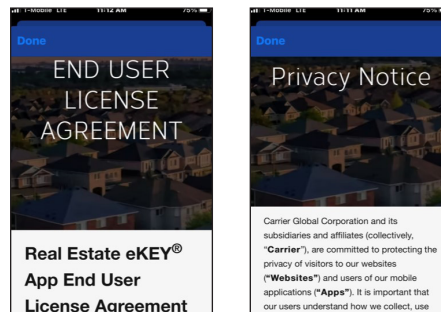
3. After downloading the eKEY app and activating it, you can tap the link on the email (or on the eKEY app) that says **I already have an authorization code**.



4. The authorization page will appear, pre-populated (if you use the link in the email). The EULA and privacy notice must be accepted (tapped on) to continue.



**Note:** To read the End User License Agreement or the Privacy Notice, click on the link in each sentence.



[suprasystems.com](https://suprasystems.com)

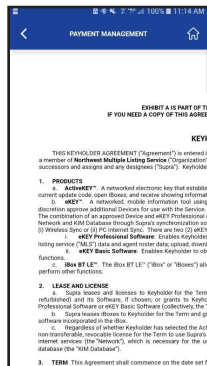
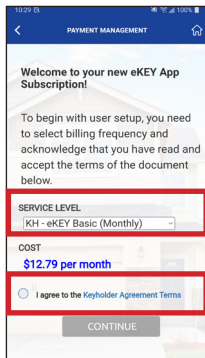
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Rev. A

# Supra eKEY Self-Signup

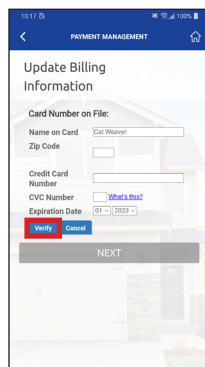
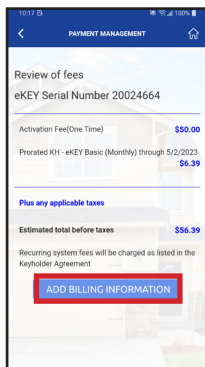
## From the Keyholder's Perspective

5. A *Welcome* screen will appear. Select the service level you prefer and agree to the *Keyholder Terms & Conditions*. To read the T&Cs, tap the link.  
**Note:** Use the horizontal or vertical scroll bar to view full T&Cs.

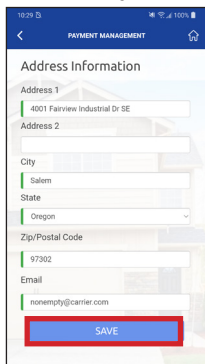


**Note:** Options will vary based on products and billing frequency offered by the association.

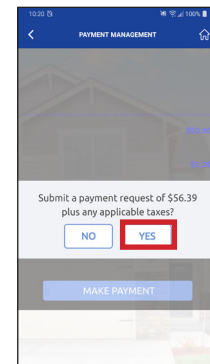
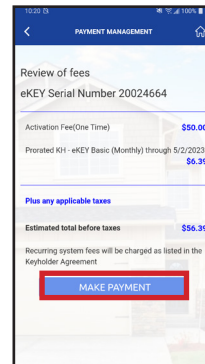
6. Review the fees, tap **Add Billing Information**, and tap **Verify** to authenticate your credit card.



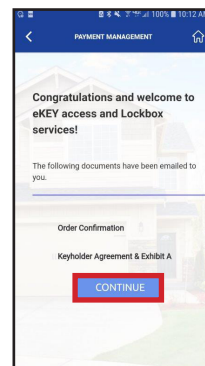
7. Confirm your billing address then tap **Save**.



8. Tap **Make Payment** and then tap **Yes** to confirm that you want to submit the payment.

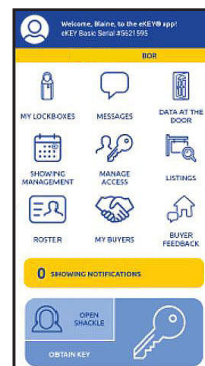


9. You will see a screen that says *Congratulations and Welcome*. Tap **Continue** to finish the process.



**Note:** You will receive an email with the Order Confirmation and the Keyholder Agreement & Exhibit A.

10. The eKEY home screen will then appear, ready to use.



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