

# Using SupraWEB to Grant Single Access with Tokens

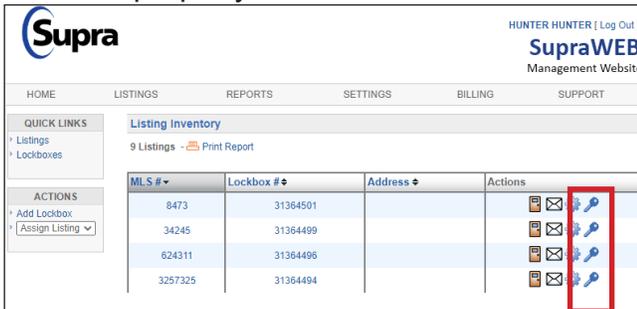
**Busy? Allow Your Assistant to Provide Single Access to Others**

Agents who use the Supra eKEY® app can now have their assistants provide Single Access to others, using SupraWEB. The steps below outline the process by which assistants can help manage Single Access events. **Note:** The board of the keyholder must have a contract that allows payment for Single Access by either the Grantee or Grantor.

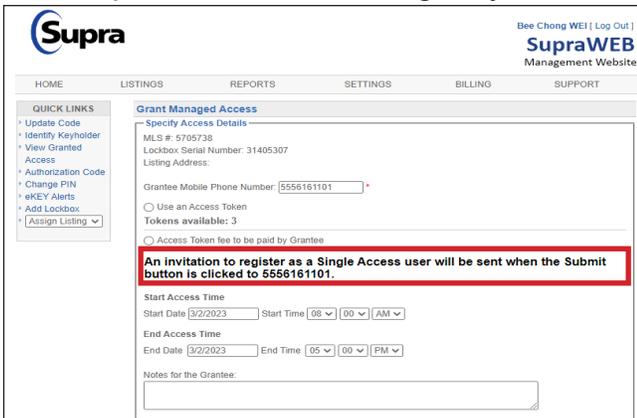
1. Log into SupraWEB and select the Listings tab along the top of the screen.



2. On the Listings Inventory page, click the key-shaped icon under the Actions column for the relevant property.

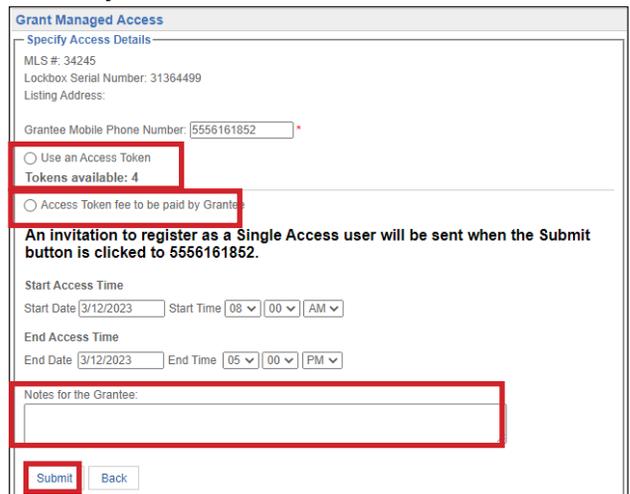


3. This will bring up the Grant Managed Access screen. Enter the requester's phone number and SupraWEB will check eligibility.



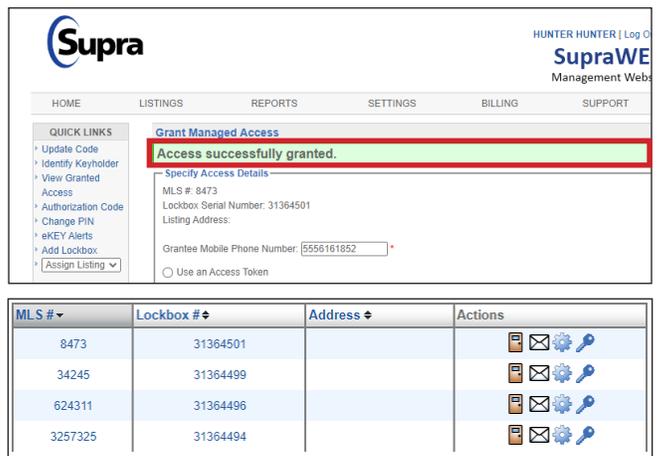
**Note:** Red text will indicate if the number is ineligible.  
**Note:** We recommend adding a note for the grantee so they know what they need to do.

4. Once eligibility has been established, use an access token from the agent's account or have the requester pay. Select access date and time, add any relevant notes, and click Submit.



**Note:** We recommend adding a note for the requester so they know what they need to do.

5. A Success message will appear along the top of the screen and then the listings inventory screen will appear.



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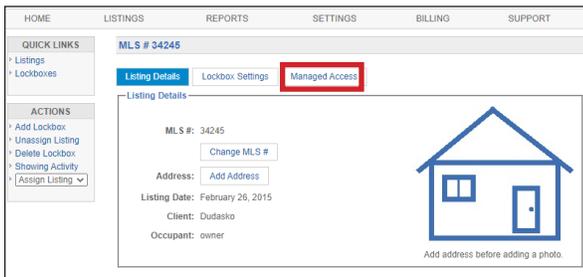
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## How to Modify Pending Access Granted

1. Access granted can only be changed before the date and time of access. To modify any pending access granted, click on the settings icon next to the relevant property.

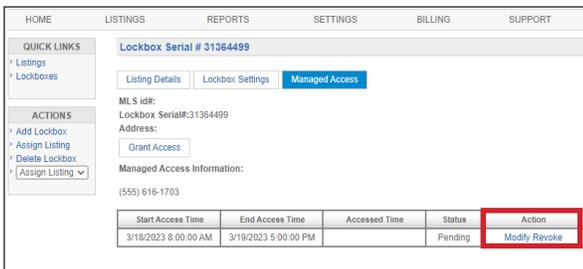
MLS #	Lockbox #	Address	Actions
8473	31364501		  
34245	31364499		  
624311	31364496		  
3257325	31364494		  

2. On the screen that appears, click the *Managed Access* tab along the top.



The screenshot shows the SupraWEB interface with the 'Managed Access' tab selected. The interface includes a navigation menu on the left with 'QUICK LINKS' and 'ACTIONS'. The main content area displays 'Listing Details' for MLS # 34245, including fields for 'Change MLS #', 'Address', 'Listing Date', 'Client', and 'Occupant'. A house icon is also present.

3. On the *Managed Access* screen, click **Modify Revoke** under the *Action* column to change or delete the access.



The screenshot shows the 'Managed Access' screen for Lockbox Serial # 31364499. The interface includes a navigation menu on the left with 'QUICK LINKS' and 'ACTIONS'. The main content area displays 'Managed Access Information' for the lockbox, including 'Start Access Time', 'End Access Time', 'Accessed Time', 'Status', and 'Action'. The 'Action' column contains a 'Modify Revoke' button.

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