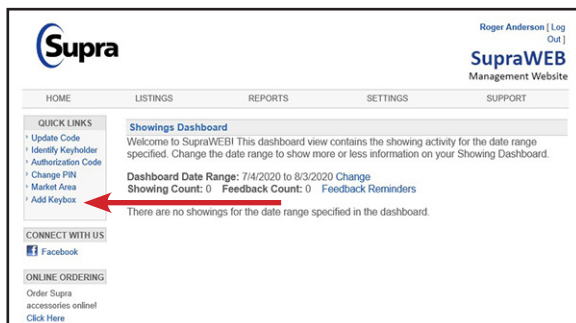# How to Add a Keybox to a Listing
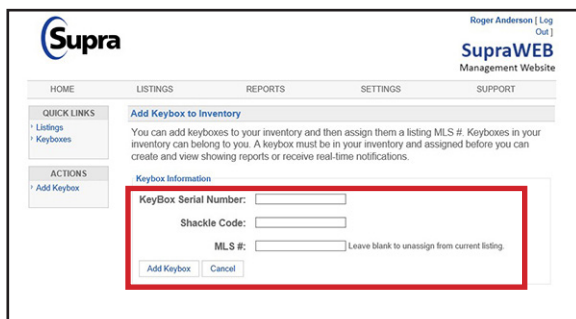
Via SupraWEB

1. Log in to SupraWEB via supraekey.com.

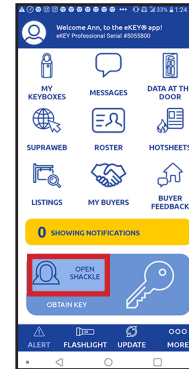2. In SupraWEB, click **Add Keybox** from the *Quick Links* panel.

3. Add the keybox serial number, shackle code (available from the office to which the box is assigned) and the MLS # the keybox is to be assigned.
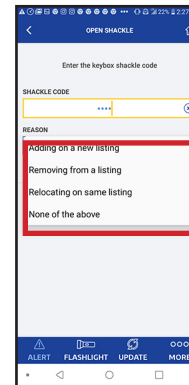

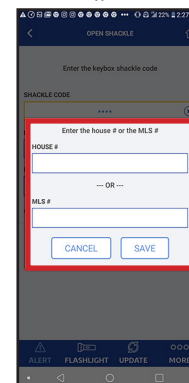## Via Mobile Device (eKEY App)

1. Open the Supra eKEY app and tap **Open Shackle**.

2. Enter shackle code (provided by the office to which box is assigned).

3. Select a reason (e.g. "Adding a new listing").

4. Enter address or MLS #.

5. Tap **Save**, then tap **Done**.

6. Activate iBox and tap **Begin** on your phone. Once eKEY connects, the shackle can be released.