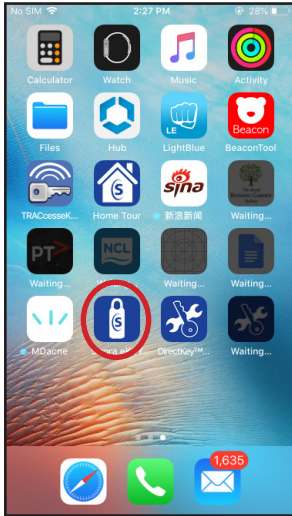


Organization-Provided Single Access Instructions for Agents

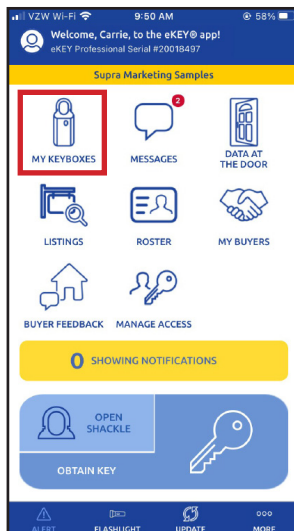
Provide one-time access to your property listings through your eKEY app

Real estate agents know it takes a whole team to make a sale. Supra now offers a simple way to provide access to your listings for infrequent users such as contractors, stagers, and out-of-area agents. Follow the steps below to provide one-time access to your listings.

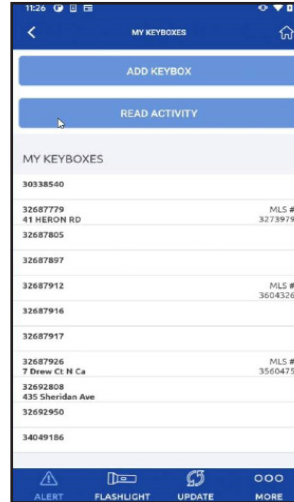
1. Open the eKEY app.



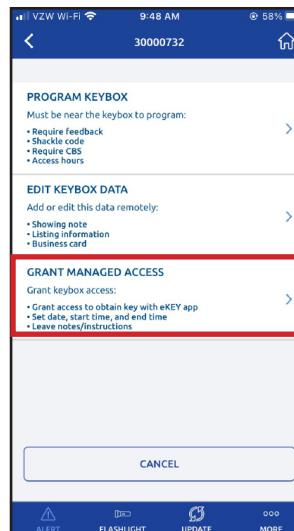
2. Select **My Keyboxes**.



3. Select the keybox for the property to which you wish to grant access.



4. Select **Grant Managed Access**.



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Organization-Provided Single Access Instructions for Agents

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5. Type in the cell number of the person to whom you wish to grant access (or choose from your contacts).

Access details will be sent via text to the managed access keyholder

ADD FROM PHONE CONTACTS

PHONE NUMBER

LISTING INFO

LOCKBOX ID
30000732

ADDRESS
123 Main St Salem OR 97301

MLS # (Optional)
123456

ACCESS HOURS
8:00 AM - 5:00 PM

STARTS
Sep 15, 2021

Note: Keybox must be assigned to an address. If it does not pre-populate, you must enter an address.

6. Select access day and time.

LOCKBOX ID
30000732

ADDRESS
123 Main St Salem OR 97301

MLS # (Optional)
123456

ACCESS HOURS
8:00 AM - 5:00 PM

STARTS
Sep 28, 2021

ENDS
Sep 28, 2021

CANCEL ACCESS START TIME SAVE

8	00	AM
9	15	PM
10	30	
11	45	

7. Add any pertinent notes regarding the property and then press **Send**.*

ADDRESS
123 Main St Salem OR 97301

MLS # (Optional)
23333

ACCESS HOURS
8:00 AM - 5:00 PM

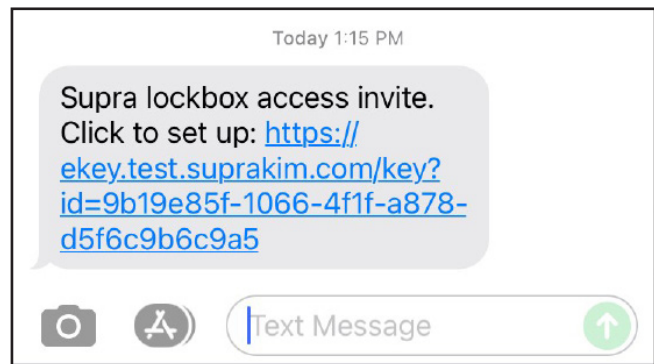
STARTS
Oct 7, 2021

ENDS
Oct 7, 2021

NOTES/INSTRUCTIONS (Optional)
Please fix the kitchen sink.

SEND

*An SMS text will be sent, inviting them to register for eKEY if they are not already registered with Supra. They will receive another SMS text indicating that access has been granted, along with date, time, and any notes relevant to the property.



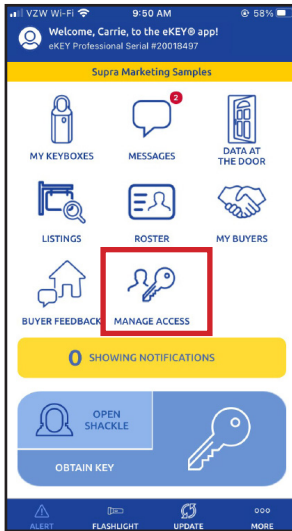
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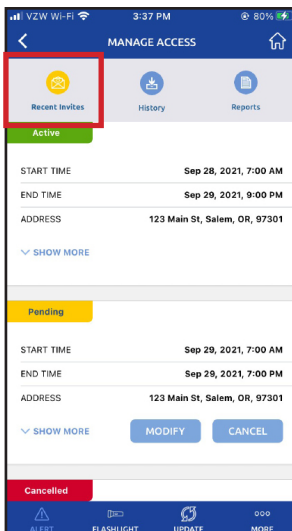
Organization-Provided Single Access Instructions for Agents

View Access Granted, History of Access Granted, and Generate Access Report

1. To view access granted, tap the **Manage Access** icon on your eKEY home screen.

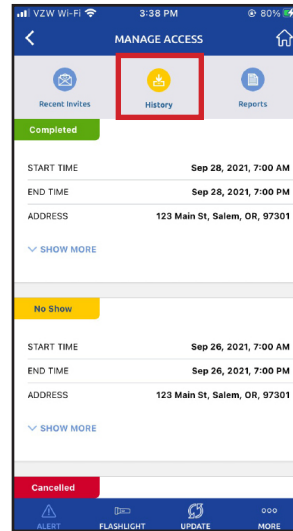


2. From here, you can view recent invites, history of access granted, and run reports of access granted. Tap **Recent Invites** to view recent access granted, access pending and access cancelled.

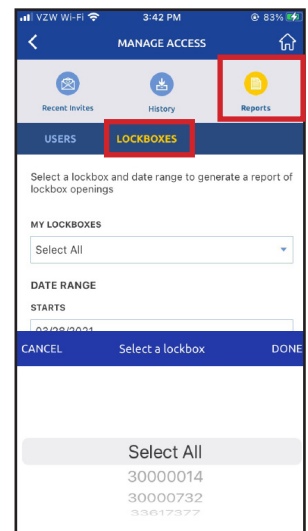
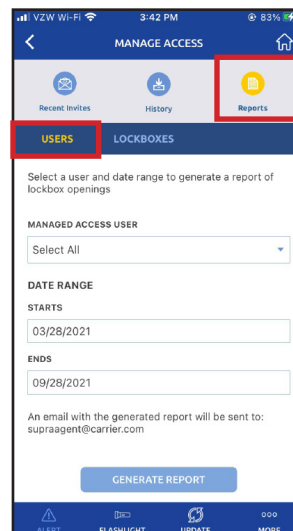


Note: This is where you can modify or cancel access granted (as long as the access window has not begun).

3. Tap **History** to view history of access granted. This will show completed, no-shows, and cancelled access.



4. Generate a report of lockboxes accessed, which will be sent to your email on file. Tap **Reports**. Run reports based on users or lockboxes. The report can be generated for all accesses by choosing *Select All*. Select a specific user or lockbox to generate a report for that selection only. Reports can be run for up to 2 years in the past, with a date range of 6 months.



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