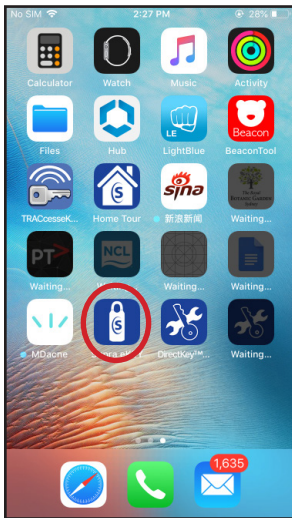


Single Access Instructions for Listing Agents (end-user pays fee)

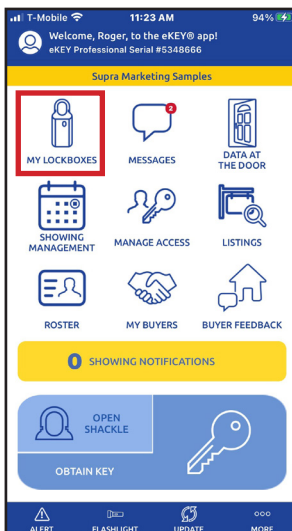
Provide one-time access to your property listings through your eKEY app

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. **NOTE:** This feature is not available in all areas. **IMPORTANT:** Listing agent must receive homeowner's permission before granting access to someone who is not a member of the association / board.

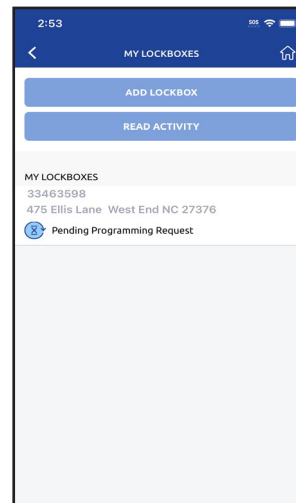
1. Open the eKEY app.



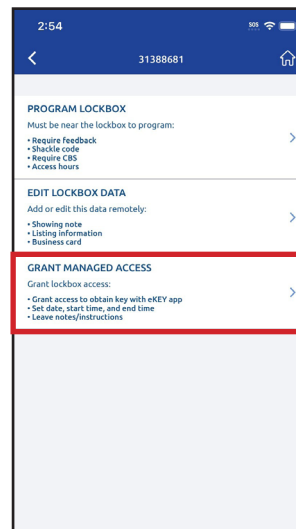
2. Select My Lockboxes.



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



4. Select Grant Managed Access.



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Single Access Instructions for Listing Agents (end-user pays fee)

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

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

6. Select button next to Access Token fee to be paid by Grantee.

Note: Listing agents can change the appointment date and time prior to start of the appointment. There are no refunds for missed or canceled appointments.

7. Select access start and end times.

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

*An SMS text will be sent, inviting them to register for eKEY if they are not already registered with Supra. Once they register, they will receive another SMS text indicating that further action is needed.



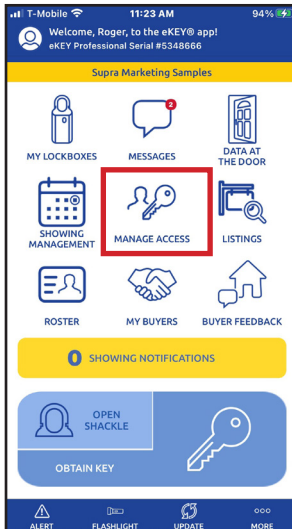
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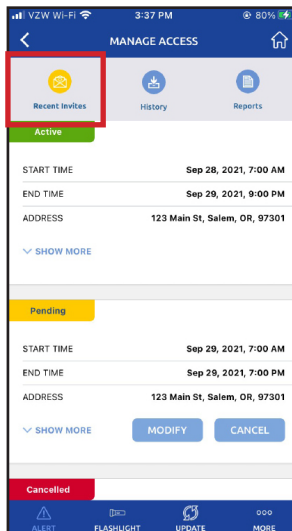
Single Access Instructions for Listing Agents (end-user pays fee)

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.

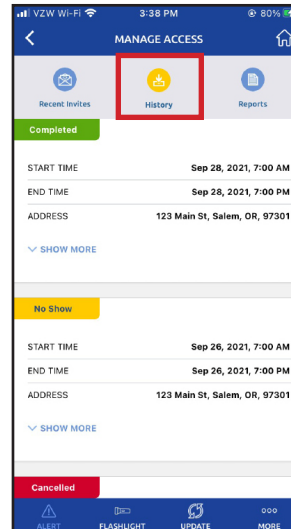


2. From here, you can view recent invites, history of access granted, and run reports of access granted. Tap **Recent Invites** to view recent access granted, access pending and access cancelled.

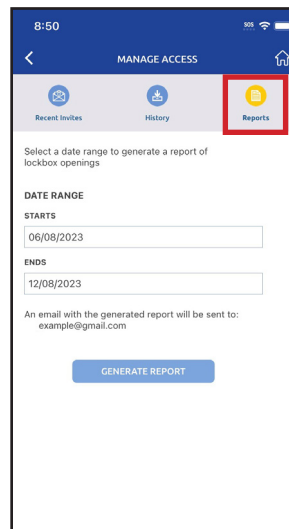


Note: This is where you can modify or cancel access granted (as long as the access time has not begun).

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**. Reports can be run for up to 2 years in the past, with a date range of 6 months.



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