

Non-Member Agent Access with eKEY

Simple, easy access to listings

If you are a licensed real estate agent and would like to show property within an area where you don't have a membership with the local real estate organization, you can contact the organization that manages the Supra® Lockbox system where the listing is located and ask to be set up as a keyholder in the Supra system. Once you have your Supra eKEY app, you can contact the listing agent to request access to the lockbox on the listing. Follow the steps below to gain access.

1. Contact the listing agent's board, which will register you with a Supra eKEY and issue a 4-digit PIN and authorization code.
2. Download the eKEY app.



3. Open the eKEY app and tap "Activate eKEY" button in lower left corner.



4. This will bring up a screen asking about authorization codes. Tap the bottom button to enter your authorization code.



5. This will take you to the eKEY screen below; enter the authorization code you were given then read and accept the EULA (End User Licensing Agreement) and privacy terms.



Note: EULA and Privacy Notice text contain hyperlinks for more detail.

Note: The above steps are one-time setup steps. When you want to access a particular listing, contact the agent, who will grant you access.



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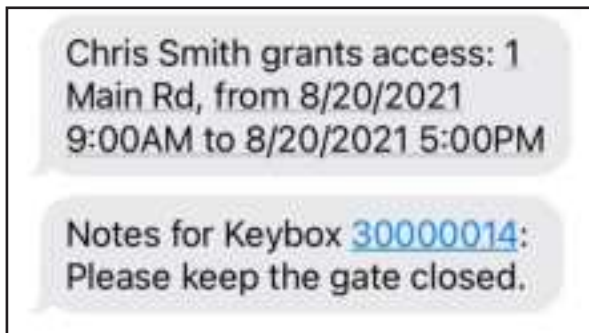
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6. Now you are ready to show a listing using a Supra Lockbox. Contact the listing agent to request access. The listing agent will enable access for your key in their eKEY application.

7. Each time you're granted access to a lockbox, you'll receive a text confirming your access to the listing and any notes from the listing agent.



8. To open the lockbox, tap the **Obtain Key** button in eKEY.



9. Enter the 4-digit PIN you were given in Step 1 and push up on the bottom of the lockbox to turn it on.



10. You will then get a "Success!" message. Once you see that, push up again on the bottom of the lockbox to access the key(s) inside



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