Manuals+ — User Manuals Simplified.

Supra Single Access with eKEY User Guide

Single Access with eKEY
Provide one-time access to your property listings

Contents

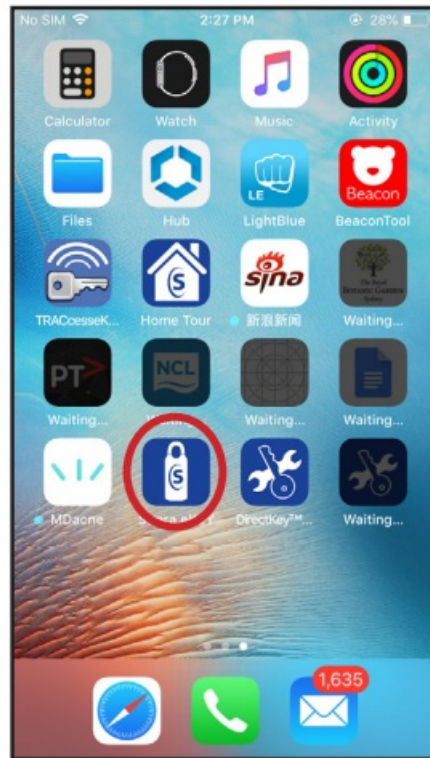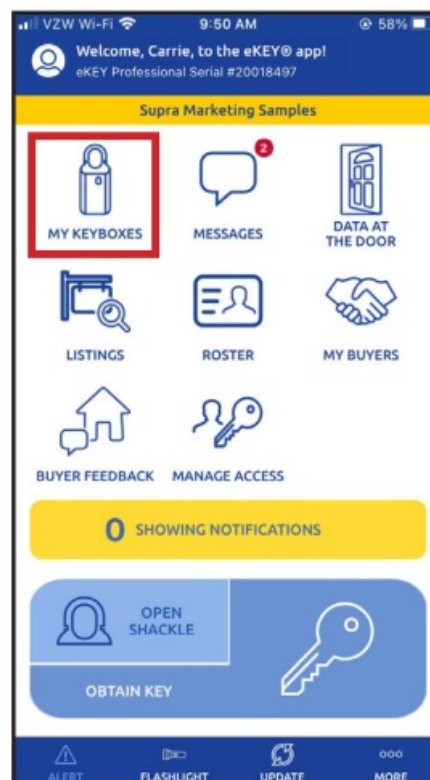## Single Access with eKEY

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 team members such as contractors, cleaning services, inspectors, etc. Follow the steps below to provide one-time access to your listings.
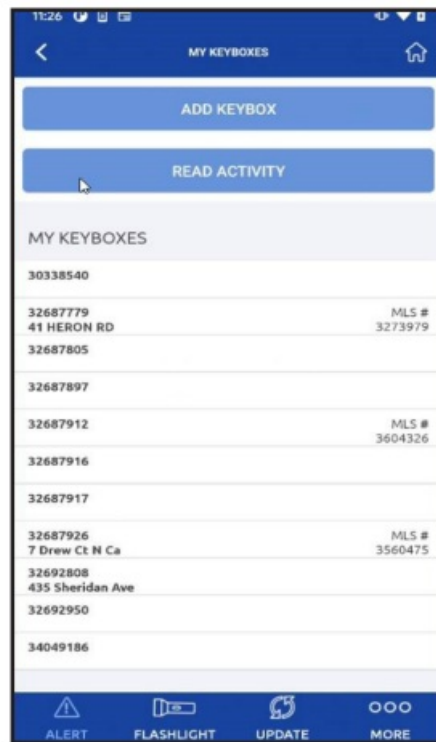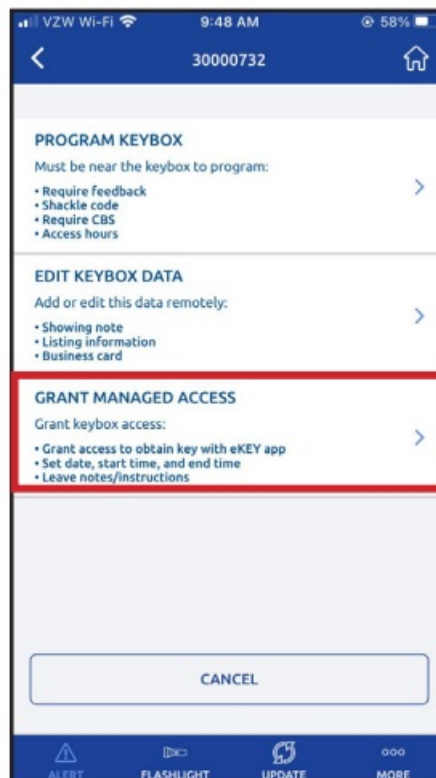
1. Open the eKEY app.

2. Select My Keyboxes.

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

4. Select Grant Managed Access.

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

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.

7. 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.They will receive another SMS text indicating that access has been granted, along with date, time, and any notes relevant to the property.

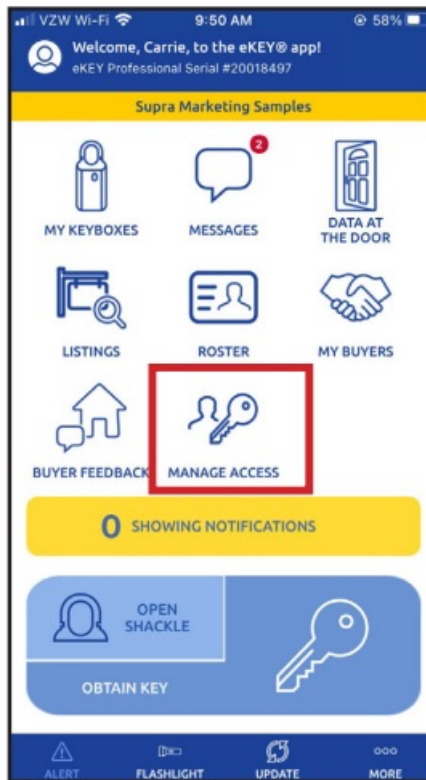**https://ekey.test.suprakim.com/key?id=9b19e85f-1066-4f1f-a878-d5f6c9b6c9a5**
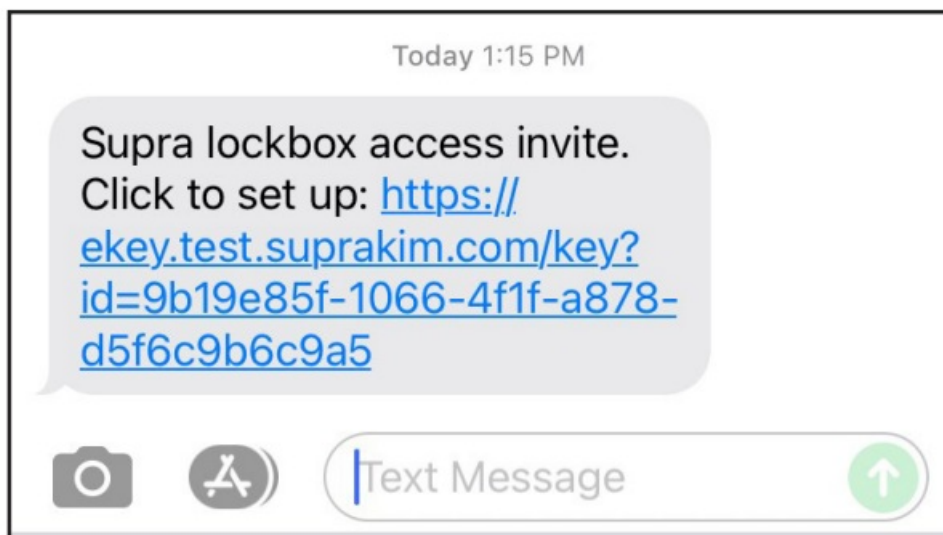
View Access Granted, History of Access Granted, and Generate Access Report

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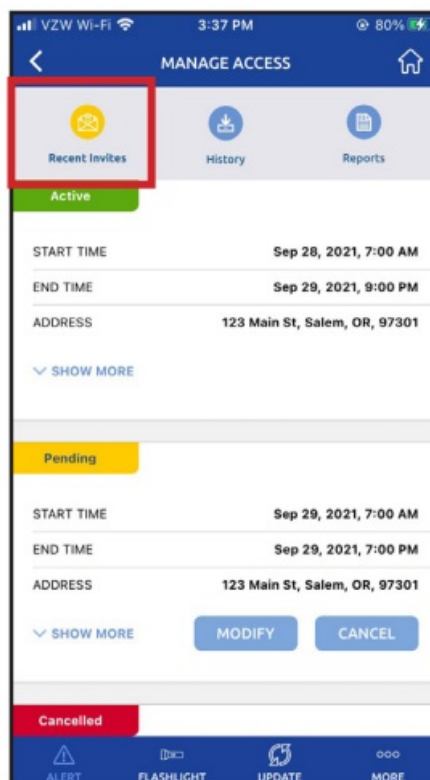
Note: This is where you can modify or cancel access granted (as long as the access window has not begun).

3. Tap History to view history of access granted. This will show completed, no-shows, and cancelled access.
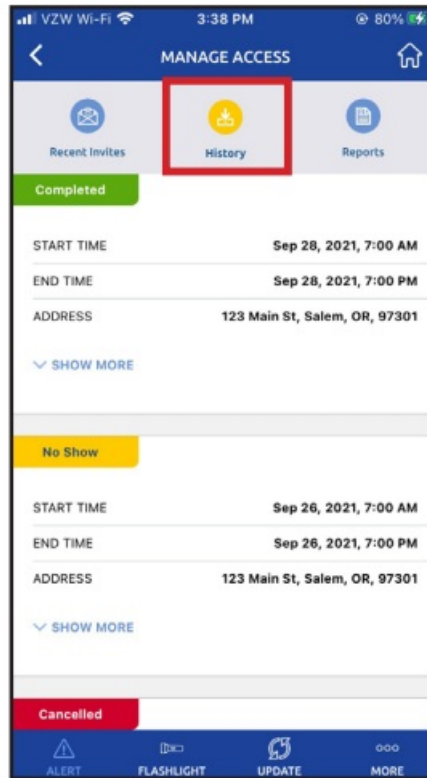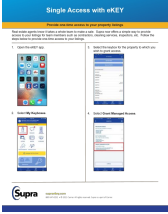
4. Generate a report of lockboxes accessed, which will be sent to your email on file. Tap Reports. Run reports based on users or lockboxes. The report can be generated for all accesses by choosing Select All. Select a specific user or lockbox to generate a report for that selection only. Reports can be run for up to 2 years in the past, with a date range of 6 months.

Documents / Resources

	Supra Single Access with eKEY [pdf] User Guide Single Access with eKEY, Access with eKEY
	Supra Single Access with eKEY [pdf] Instruction Manual Single Access with eKEY, Single Access, eKEY, eKEY Single Access

References

- Ⓢ **Real Estate Digital Solutions Leader | Key Management| Supra**

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