

# SupraWEB Single Sign-On (SSO) Instructions

Supra released a new Single Sign-On (SSO) for keyholders. If you have a user ID and password set up previously, you will continue to use that user ID and password to log in to SupraWEB.

If you need to set up a new user ID and password, follow these instructions.

## Password Guidelines

To create your user ID and password, follow these guidelines:

- The user ID must be at least three (3) characters and a maximum of 60 characters.
- It can only contain the special characters @ . \_ - to accommodate characters used in email addresses. Special characters are not allowed in the first or last character. For example, 'joanthompson' would be a valid user ID as would 'joanthompson@carrier.com' but '@joanthompson' would not. Your password is case-sensitive and must be at least 8 characters long.
- It must start with a letter and must contain at least one number.

**Note:** When possible, it's a good idea to use some variation of a user name you are already using, such as your initials followed by your NRDS number, your MLS login, or your email address.

## Set Up SSO user ID and password

1. Go to [www.supraekey.com](http://www.supraekey.com).
2. Select **Agents - Log on to SupraWEB**.

Supra

Problem accessing our site? Contact us

Manage your profile Register

**Login**

User ID:

[Forgot User ID?](#)

Password:

[Forgot Password?](#)

Remember User ID

**Login**

**New User Registration**

First time user? Please create an account now.

**Register**

Welcome to the UTC Single Sign-On (SSO) page.

Registered SupraWEB users: Simply enter your current user name and password.

New SupraWEB users: Please click register to setup a new user.

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## SupraWEB Single Sign-On



3. Click the **Register** button to register for a login.
4. Fill out the User Registration Application screen.

### SSO User Registration screen

5. After filling out all of the information on the screen, scroll down and click **Submit** and a confirmation page is displayed.
6. Click **Continue** to return to the SSO login page. An email is sent to confirm your registration.
7. Log in with your new user ID and password and click **Login** and the *Welcome to SupraWEB* screen displays.

**Note:** *The first time you login with your user ID and password, your key serial number, PIN, and Board/ Association (select from a dropdown list) are required.*

In the future, to log in into SupraWEB only the new user ID and password are required. If you have any questions about logging in to SupraWEB, please contact Support at 1-877-699-6787.