

How to *Use Mobile Web*

For Supra-Hosted Customers

Note: You must already have an email on file in the TRACcess System.

1. Navigate to:

<https://supra.tracessmanager.com/key/mobile>

1. With your phone, tablet, or computer, navigate to:
<https://supra.tracessmanager.com/key/mobile>
2. Choose an action.
3. Choose a language.
4. Enter the email you have on file in the system.
5. Enter your PIN.
6. Tap or click **Submit**.
7. Open your email to find the authorization code, update code, or the link to change your PIN.

Smartphone or Tablet



Computer



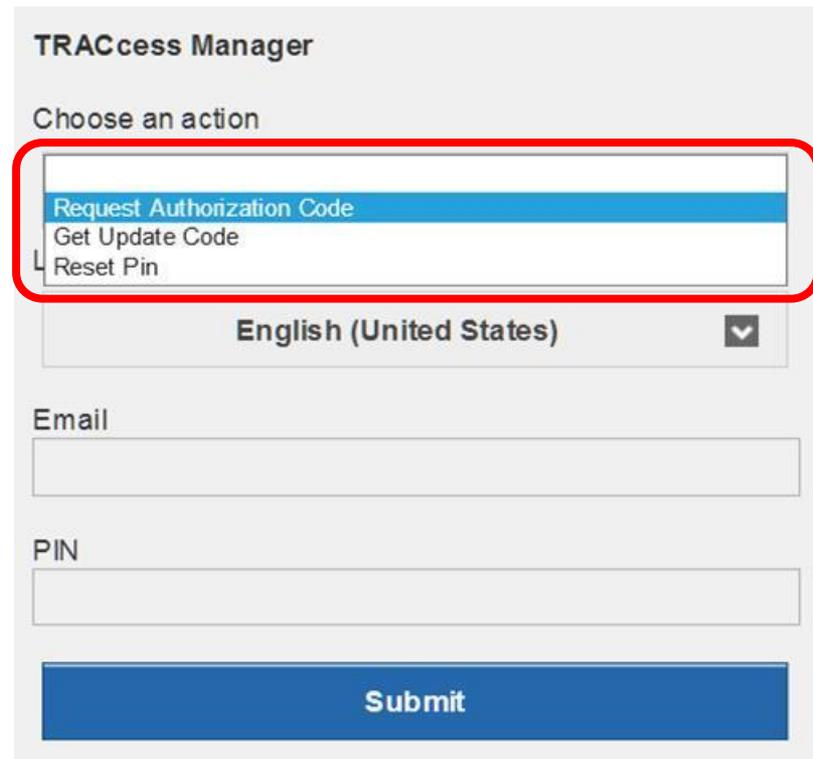
Re-Authorization Code
Update Code
Change PIN

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2. Choose an action.

1. With your phone, tablet, or computer, navigate to:
<https://supra.traccessmanager.com/key/mobile>
2. Choose an action.
3. Choose a language.
4. Enter the email you have on file in the system.
5. Enter your PIN.
6. Tap or click **Submit**.
7. Open your email to find the authorization code, update code, or the link to change your PIN.



The screenshot displays the TRACcess Manager mobile web interface. At the top, the title 'TRACcess Manager' is visible. Below it, the text 'Choose an action' is displayed above a dropdown menu. The dropdown menu is highlighted with a red border and contains three options: 'Request Authorization Code' (which is selected and highlighted in blue), 'Get Update Code', and 'Reset Pin'. Below the dropdown menu, there is a language selection dropdown set to 'English (United States)'. Further down, there are input fields for 'Email' and 'PIN'. At the bottom of the form is a large blue 'Submit' button.

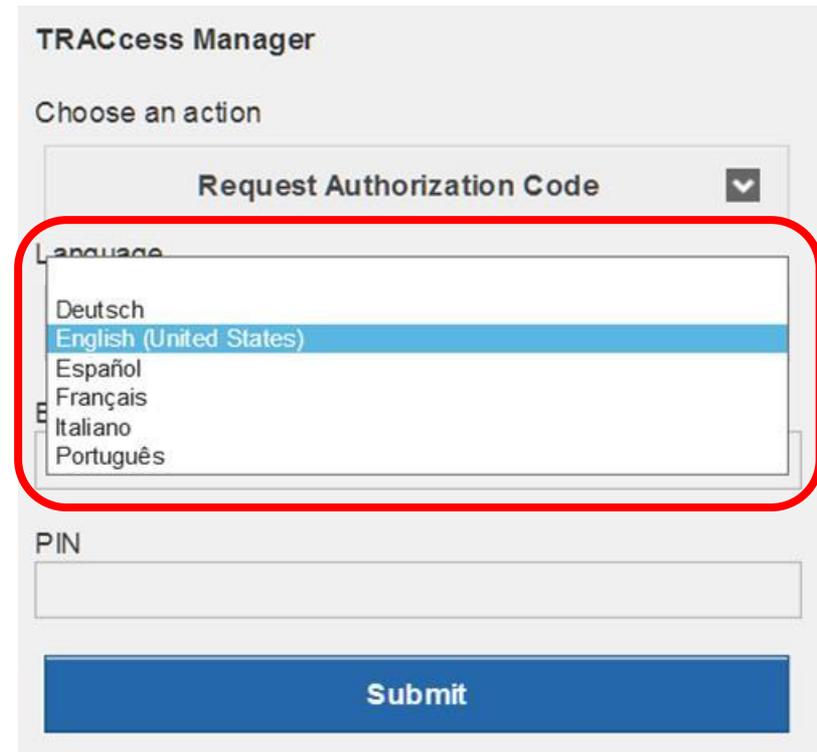


How to *Use Mobile Web*

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3. Choose a language.

1. With your phone, tablet, or computer, navigate to:
<https://supra.traccessmanager.com/key/mobile>
2. Choose an action.
3. Choose a language.
4. Enter the email you have on file in the system.
5. Enter your PIN.
6. Tap or click **Submit**.
7. Open your email to find the authorization code, update code, or the link to change your PIN.



The screenshot shows the TRACcess Manager mobile web interface. At the top, it says "TRACcess Manager" and "Choose an action". Below this is a dropdown menu with "Request Authorization Code" selected. A red box highlights the "Language" dropdown menu, which is open and shows a list of languages: Deutsch, English (United States) (highlighted in blue), Español, Français, Italiano, and Português. Below the language menu is a "PIN" input field and a blue "Submit" button.

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4. Enter your email.

1. With your phone, tablet, or computer, navigate to:
<https://supra.traccessmanager.com/key/mobile>
2. Choose an action.
3. Choose a language.
4. Enter the email you have on file in the system.
5. Enter your PIN.
6. Tap or click **Submit**.
7. Open your email to find the authorization code, update code, or the link to change your PIN.

TRACcess Manager

Choose an action

Request Authorization Code

Language

English (United States)

Email

you@youreemail.com

PIN

Submit



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5. Enter your PIN.

1. With your phone, tablet, or computer, navigate to:
<https://supra.traccessmanager.com/key/mobile>
2. Choose an action.
3. Choose a language.
4. Enter the email you have on file in the system.
5. Enter your PIN.
6. Tap or click **Submit**.
7. Open your email to find the authorization code, update code, or the link to change your PIN.

TRACcess Manager

Choose an action

Request Authorization Code ▼

Language

English (United States) ▼

Email

you@youreemail.com

PIN

••••

Submit



How to *Use Mobile Web*

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6. Tap or click **Submit**.

1. With your phone, tablet, or computer, navigate to:
<https://supra.traccessmanager.com/key/mobile>
2. Choose an action.
3. Choose a language.
4. Enter the email you have on file in the system.
5. Enter your PIN.
6. Tap or click **Submit**.
7. Open your email to find the authorization code, update code, or the link to change your PIN.

TRACcess Manager

Choose an action

Request Authorization Code ▼

Language

English (United States) ▼

Email

you@youremail.com

PIN

••••

Submit



How to *Use Mobile Web*

For Supra-Hosted Customers

7. Open your email.

1. With your phone, tablet, or computer, navigate to:
<https://supra.traccessmanager.com/key/mobile>
2. Choose an action.
3. Choose a language.
4. Enter the email you have on file in the system.
5. Enter your PIN.
6. Tap or click **Submit**.
7. Open your email to find the authorization code, update code, or the link to change your PIN.



Auth Code

Update Code

PIN Change Instructions

For the latest information, visit us at
www.traccessmanager.com.



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