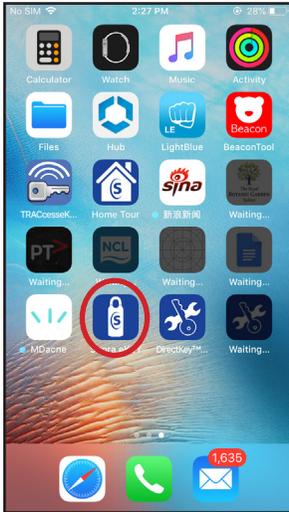


Single Access with eKEY

Provide one-time access to your property listings

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.

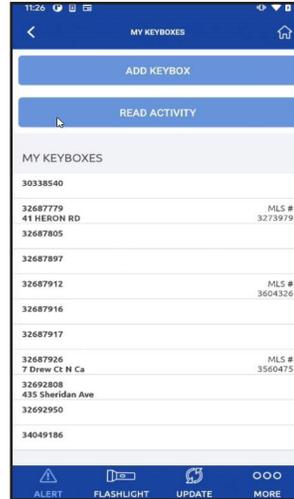
1. Open the eKEY app.



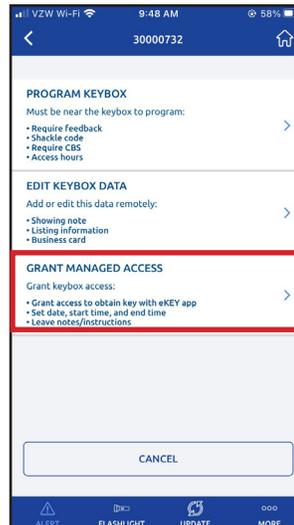
2. Select **My Keyboxes**.



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



4. Select **Grant Managed Access**.



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Single Access with eKEY

Provide one-time access to your property listings

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

The screenshot shows the 'GRANT MANAGED ACCESS' screen. At the top, it says 'Access details will be sent via text to the managed access keyholder'. Below this is a red box containing the text 'ADD FROM PHONE CONTACTS'. Underneath is a 'PHONE NUMBER' input field, which is highlighted with a red box. Below the phone number field is a 'LISTING INFO' section with fields for 'LOCKBOX ID' (30000732), 'ADDRESS' (123 Main St Salem OR 97301), 'MLS # (Optional)' (123456), 'ACCESS HOURS' (8:00 AM - 5:00 PM), 'STARTS' (Sep 15, 2021), and 'ENDS' (Sep 15, 2021). At the bottom, there are icons for ALERT, FLASHLIGHT, UPDATE, and MORE.

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.

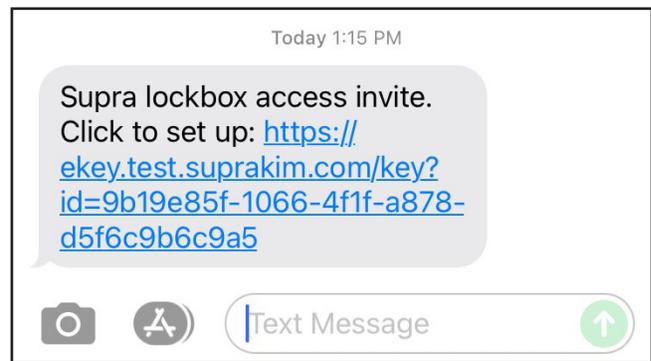
The screenshot shows the 'GRANT MANAGED ACCESS' screen. The 'ACCESS HOURS' field is set to '8:00 AM - 5:00 PM' and is highlighted with a red box. Below it, the 'STARTS' field is set to 'Sep 28, 2021' and is also highlighted with a red box. Below the 'STARTS' field is the 'ENDS' field, set to 'Sep 28, 2021'. At the bottom, there is a table for selecting the access start time:

CANCEL	ACCESS START TIME	SAVE
	5 15	
	6 30	
	7 45	
	8 00 AM	
	9 15 PM	
	10 30	
	11 45	

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

The screenshot shows the 'GRANT MANAGED ACCESS' screen. The 'NOTES/INSTRUCTIONS (Optional)' field is highlighted with a red box and contains the text 'Please fix the kitchen sink.' Below this field is a 'SEND' button, also highlighted with a red box. The 'ADDRESS' field is set to '123 Main St Salem OR 97301', 'MLS # (Optional)' is '23333', 'ACCESS HOURS' is '8:00 AM - 5:00 PM', 'STARTS' is 'Oct 7, 2021', and 'ENDS' is 'Oct 7, 2021'. At the bottom, there are icons for ALERT, FLASHLIGHT, UPDATE, and MORE.

*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.



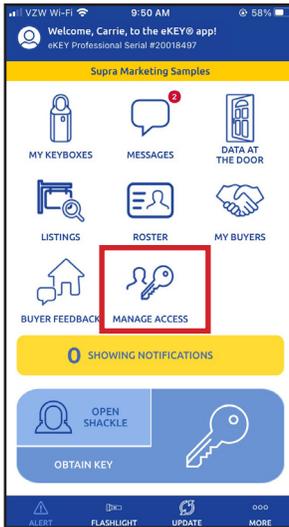
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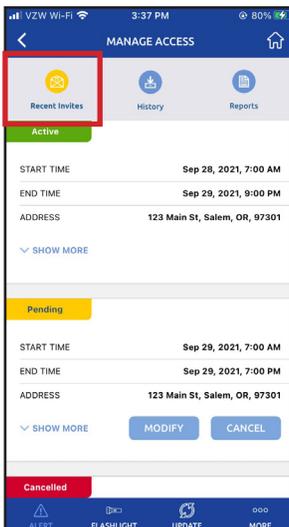
Single Access with eKEY

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.

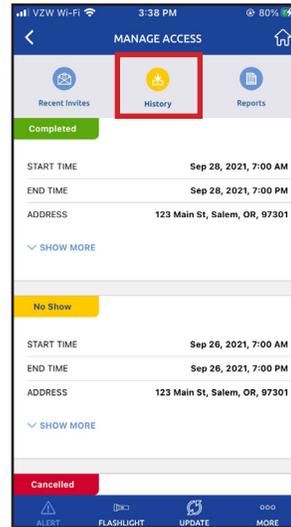


2. From here, you can view recent invites, history of access granted, and run reports of access granted. Tap **Recent Invites** to view recent access granted, access pending and access cancelled.

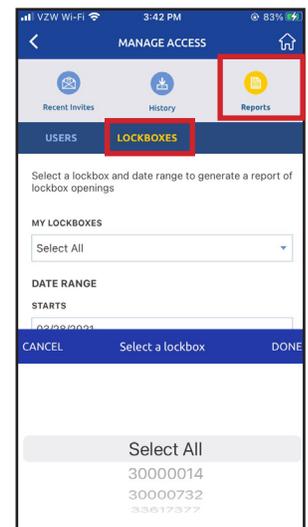
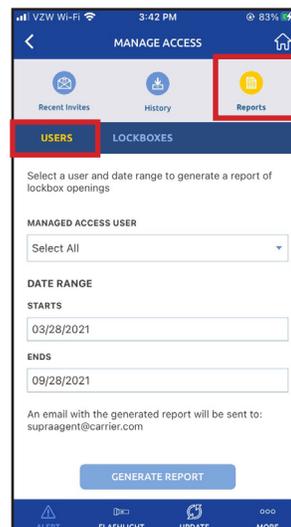


Note: This is where you can modify or cancel access granted (as long as the access window has not begun).

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.



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