

# Using Tokens to Grant Single Access

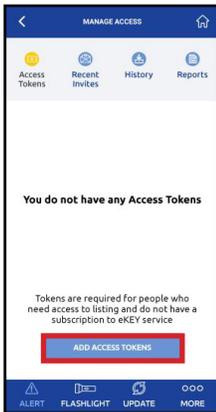
## How to Purchase Tokens

1. Open the Supra eKEY app and click the **Manage Access** icon. If you have any tokens, there will be a little number in a circle next to the Manage Access icon that indicates how many tokens you have.

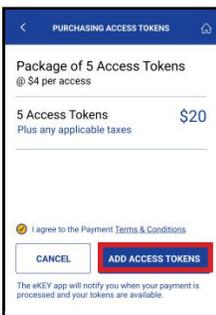


**Note:** The circles are color-coded. Green means tokens are available; red means you have no tokens.

2. If you have no tokens, click the **Add Access Tokens** button.



3. Access tokens are sold in packages of five. Agree to the terms & conditions, then click **Add Access Tokens** again. The amount shown will be billed to the card on file.

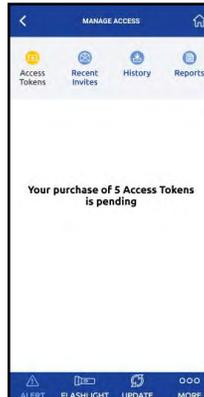


4. Enter or ensure that your billing information is correct, then click **Add Access Tokens** one more time.



**Note:** Prices shown are examples for training purposes only. Actual pricing will be specific to your organization.

5. You will see a screen indicating that the purchase is pending (please allow a few moments for the transaction to process).



6. You will receive an email when your purchase is complete. Open the eKEY app and you will see a green circle next to the **Manage Access** icon.



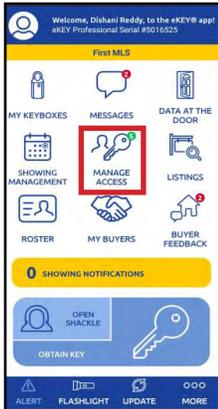
[supraekey.com](https://supraekey.com)

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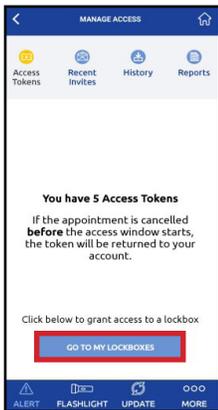
# Using Tokens to Grant Single Access

## How to Use Tokens to Grant Access

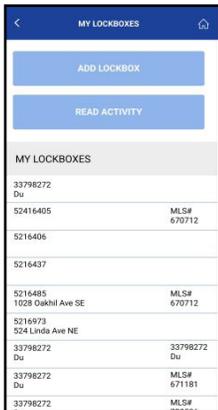
1. Open the eKEY app. You'll notice a small green circle next to the **Manage Access** icon that indicates how many tokens you have available.



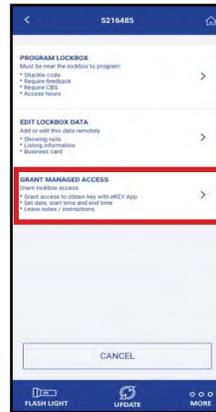
2. Tap **Manage Access** and you will see the following screen. Tap **Go to My Lockboxes**.



3. Select the desired lockbox.



4. Tap **Grant Managed Access**.



**Note:** Reports showing who has been granted access are available through the eKEY app's Manage Access feature.

5. Enter the phone number of the person to whom you wish to grant access and click **Check Eligibility**.

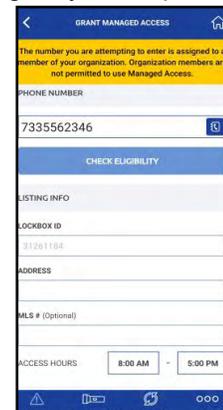
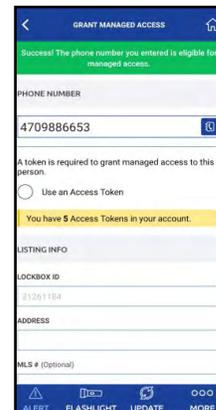
**Note:** No dashes are required when entering phone number.



**Note:** Only individuals who are not affiliated with your organization are eligible to receive Single Access.

**Note:** Unused tokens will be returned if a granted access appointment is cancelled before the start time.

6. Screen will indicate the eligibility of the phone number.



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