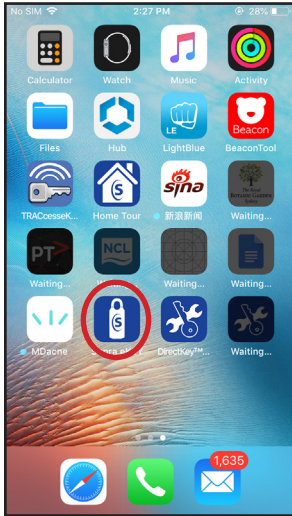


Single Access with eKEY

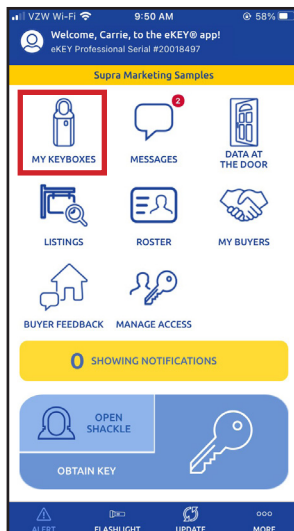
Provide one-time access to your property listings

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.

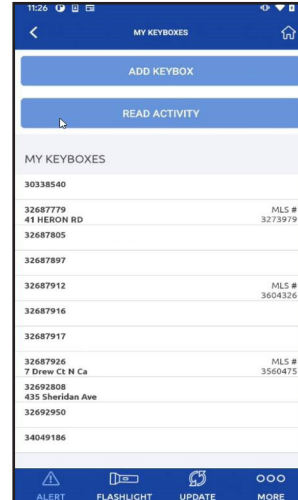
1. Open the eKEY app.



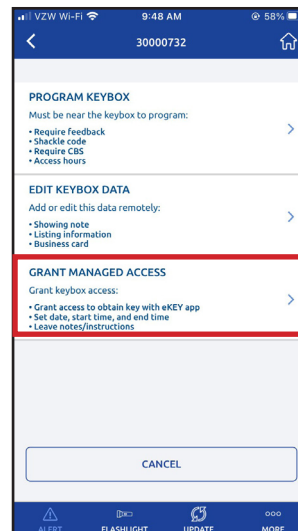
2. Select **My Keyboxes**.



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' field. Further down, there 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'. Below it, the 'STARTS' field is set to 'Sep 28, 2021'. The 'ENDS' field is also set to 'Sep 28, 2021'. At the bottom, there is a 'CANCEL' button, an 'ACCESS START TIME' section, and a 'SAVE' button. The 'ACCESS START TIME' section shows a time picker with '8:00 AM' selected.

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 red box containing the text '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.

The screenshot shows an SMS text message from Supra lockbox access invite. The message text is: 'Supra lockbox access invite. Click to set up: <https://ekey.test.suprakim.com/key?id=9b19e85f-1066-4f1f-a878-d5f6c9b6c9a5>'. At the bottom, there are icons for a camera, a location pin, and a 'Text Message' input field with a green arrow button.



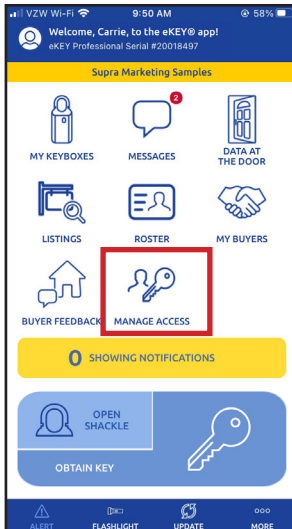
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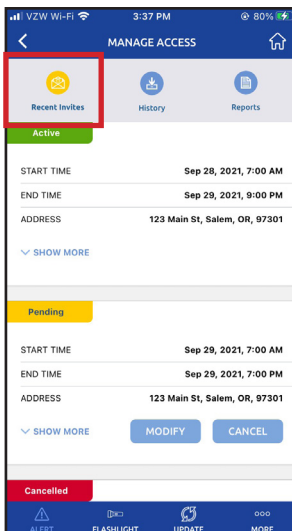
Single Access with eKEY

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.

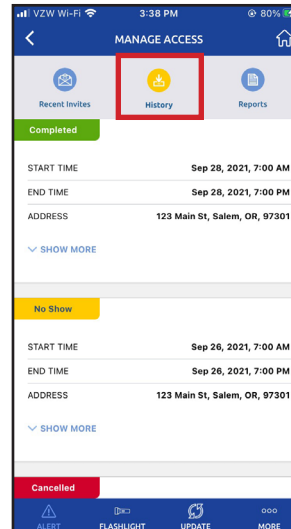


2. From here, you can view recent invites, history of access granted, and run reports of access granted. Tap **Recent Invites** to view recent access granted, access pending and access cancelled.

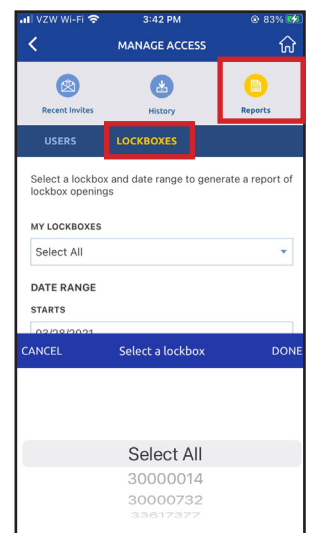
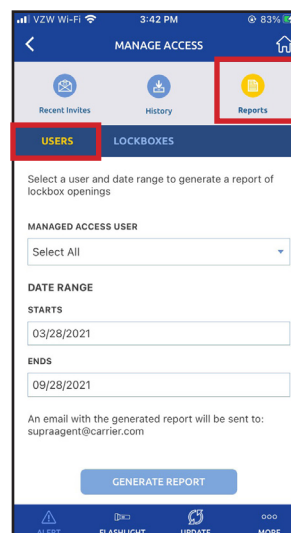


Note: This is where you can modify or cancel access granted (as long as the access window has not begun).

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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