

Non-Member Access


Supra® User Instructions

As a Supra keyholder in an Association/MLS using the Supra's Non-Member Access feature, you can authorize a non-member to access a Bluetooth® iBox BT LE using their smartphone or tablet.

One-Time Only: Activate Non-Member Feature

1. Go to www.supraekey.com and select **SupraWEB Login for Real Estate Agents** to login.
2. Login to SupraWEB using your SSO (Single Sign-On).
3. From SupraWEB select **SETTINGS**.
4. Select **Non-Member Access**.
5. Check "**Enable Non-Member Access**."
6. Select **Save**.

Grant Non-Member Access to your iBox BT LE

1. Go to www.supraekey.com and select **Agents - Log on to SupraWEB**.
2. Login to SupraWEB using your SSO (Single Sign-On).
3. From SupraWEB select **LISTINGS**.
4. Select **Keyboxes**. If the keybox is not listed, you must use the **Add Keybox** link on the left to add it.
5. For the keybox you want to grant a non-member access to, select the **Grant Non-Member Access** icon .
6. Enter the non-member's mobile phone number.
7. Select the access starting and ending date and time.
8. Enter any notes about the listing to the non-member.
9. Check to accept the Terms and Conditions.
10. Select **Submit**. A text message and an email will be sent to the non-member.

Grant Non-Member Access from the eKEY Application

You can use the eKEY app to grant access to your keyboxes for non-members.

1. Open the eKEY application.
2. Tap the **SupraWEB** icon.
3. Login to SupraWEB with your key serial number, Personal Identification Number (PIN), and organization.
4. Tap **Non-Member Access**.
5. Select a keybox from the drop-down menu.
6. Tap the **Grant Access** button and **Next**.
7. Add the non-member mobile phone number.
8. Modify the information as needed.
9. Tap **Submit**.



Non-Member Access (NMA)

NMA Setup Instructions for Mobile Devices

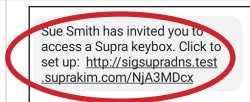


Install eKEY® App and Set Up an Account

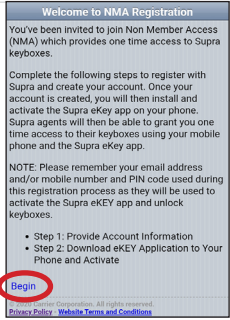
When a Supra user invites a non-Supra user to access their Supra keybox, a text message is sent to their device with a link to register, download the eKEY app, and authorize the app. They must have cellular coverage or have access to Wi-Fi.

Steps

1. Once you receive a text message inviting you to access a Supra keybox, tap/click on the registration link in the text to begin the process.

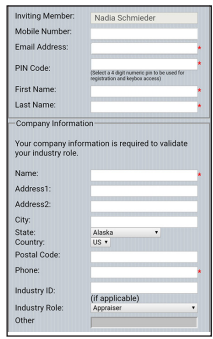


2. In the *Welcome to NMA Registration* page, tap/click **Begin**.



3. Complete the registration process by entering the required account details and company information. Once complete, tap/click **Next**.

NOTE: Remember your email address and/or mobile number and PIN as you will need it again in Step 6 and for future access.



4. Tap/click the link to download Supra eKEY for iPhone or Android. When the app has completed downloading, open it on your device.



5. Once the Supra eKEY is open, tap/click **Activate eKEY App**.

