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 <u>www.supraekey.com</u> 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.	Sue Smith has invited you to access a Supra keybox. Click to set up: http://sigsupradns.test .suprakim.com/NjA3MDcx
2.	In the Welcome to NMA Registration page, tap/click Begin.	Other Double Control Wate been invited to join Non Member Access to Supra Revolution on time access to Supra Revolution on time access to Supra Revolution on the access to Supra Revolution on the Revolution of Revolution on Supra Revolution on Sup
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.	Inviting Member: Nada Schmieder Mobile Number: • Email Address: • PM Code: • Inviting Mamber: • First Name: • - Company Information is required to validate your industry role. • Void Coopy Information is required to validate your industry role. • Address: • Address: • Address: • Possil Code: • Possil • Other •
4.	Tap/click the link to download Supra eKEY for iPhone or Android. When the app has completed downloading, open it on your device.	Step 2 of 2: Download eKEY Application Non Member Access is supported on IPhone and Android devices. Click on the link below to download the eCY sopilation for your device. Bowlead the Hatsel There version of en Y from the Apple App Store. Bowlead the Hatsel There version of en Y from the Apple App Store. Bowlead the Apple Apple Store. Orgeneration during registration.
5.	Once the Supra eKEY is open, tap/click Activate eKEY App .	



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