### Introduction

As a keyholder in an Association/MLS using the Supra® system with the Non-Member Access feature enabled, you can authorize a non-member to access a Bluetooth® iBox keybox (iBox BT or iBox BT LE) using their smartphone or tablet. There are two (2) types of agents, those who pay their fees to Supra, or those who pay their fees to an Association/MLS.

Important information to note about granting a non-member access to your keybox.

- You can only grant access to Bluetooth keyboxes in your inventory
- Charges may apply to the agent or the Association/MLS (discuss specific pricing options with your Association/MLS)
- Non-members can access a keybox from 2 to 72 hours
- Non-members must fill out a registration form and download an eKEY app for their mobile device, for a list of supported phones, visit <u>www.supraekev.com</u> and select the Compatible eKEY Devices link

Use the *Create Non-Member Access Report* option in SupraWEB to view non-member access information for your listings. Brokers can view non-member access information on individual keyboxes within their offices.

# One-time only: Activate Non-Member Access feature

### Fees Paid to Supra

#### Steps

- 1. Go to www.supraekev.com and click SupraWEB Login for Real Estate Agents to login.
- From SupraWEB click the BILLING tab.
- 3. Click Account Information.
- 4. Check Enable Non-Member Access to activate.
- 5. Choose Pay Per Access or Recurring Payment and enter credit card payment information.
- 6. After reviewing the Terms and Conditions, check to accept.
- 7. Click Save.

#### Fees Paid to an Association or MLS

#### Steps

- 1. Go to www.supraekev.com and click SupraWEB Login for Real Estate Agents and login.
- From SupraWEB click SETTINGS.
- 3. Click Non-Member Access.
- 4. Check Enable Non-Member Access.
- 5. After reviewing the Terms and Conditions, check to accept.
- 6. Click Save.

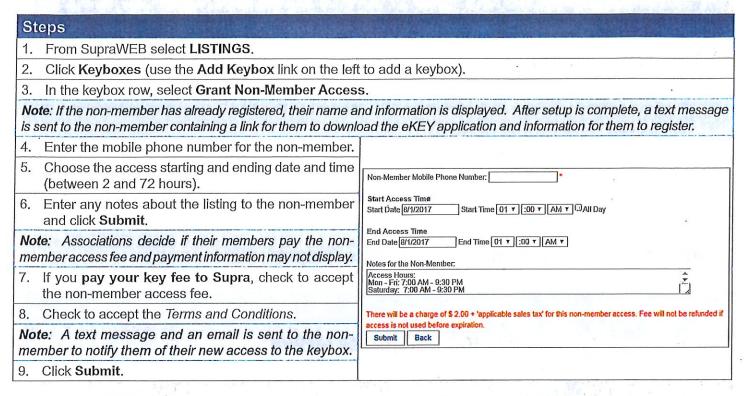


© 2017 United Technologies Corporation. All rights reserved. Supra is a part of UTC Climate, Controls & Security, and a unit of United Technologies Corporation. Supra and eKEY are registered trademarks of United Technologies Corporation. Other brand and product names are or may be the trademarks of, and are used to identify products or services of, their respective owners.

10104972P1 EN

## **Grant Non-Member Access to your keybox from SupraWEB**

A text message and email is sent to the non-member once their keybox access is granted.



# **Grant Non-Member Access to your office keyboxes from SupraWEB**

This section is for those that have a Broker login. A text message and email is sent to the non-member once their keybox access is granted.

