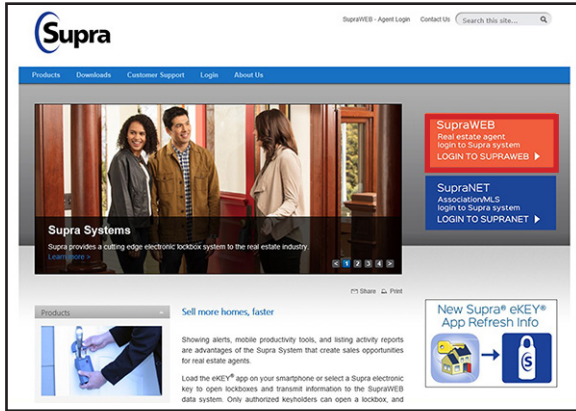


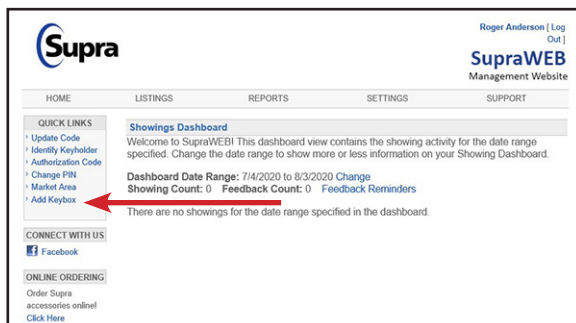
How to Add a Keybox to a Listing

Via SupraWEB

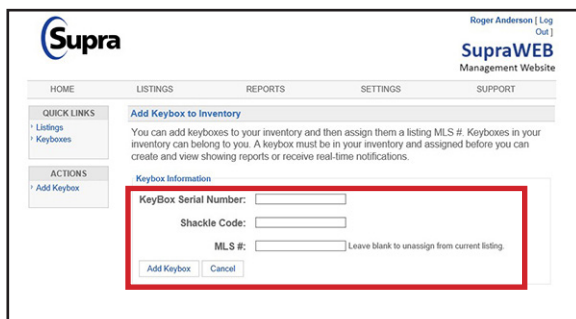
1. Log in to SupraWEB via supraekey.com.



2. In SupraWEB, click **Add Keybox** from the *Quick Links* panel.

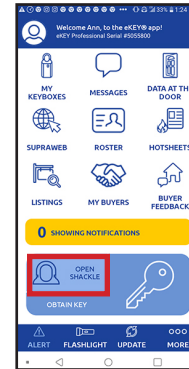


3. Add the keybox serial number, shackle code (available from the office to which the box is assigned) and the MLS # the keybox is to be assigned.

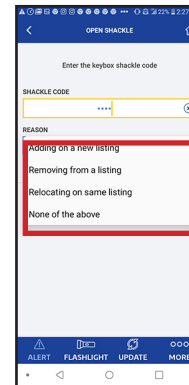


Via Mobile Device (eKEY App)

1. Open the Supra eKEY app and tap **Open Shackle**.



2. Enter shackle code (provided by the office to which box is assigned).
3. Select a reason (e.g. "Adding a new listing").



4. Enter address or MLS #.



5. Tap **Save**, then tap **Done**.
6. Activate iBox and tap **Begin** on your phone. Once eKEY connects, the shackle can be released.



supraekey.com

877-699-6787 • © 2020 Carrier. All rights reserved. Supra is a part of Carrier.