

Managed Access with eKEY

GRANT ACCESS VIA YOUR eKEY

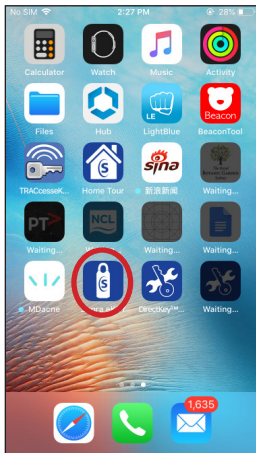
Supra provides a way for you to allow access to your listings via eKEY's new *Managed Access* feature. This will allow you to provide licensed real estate agents who are not a member of your local Board/Association access to show homes listed for sale. **Note:** *The Requesting Agent must first contact your Board/Association to receive an authorized Managed Access eKEY.*

You can use your eKEY to grant lockbox access to visiting licensed real estate agents who are not members of your organization, provided you have received permission from your home seller. You define the access window, and you'll receive real-time notifications when your property is being shown. You can easily provide additional details like alarm codes or special showing instructions when granting access.

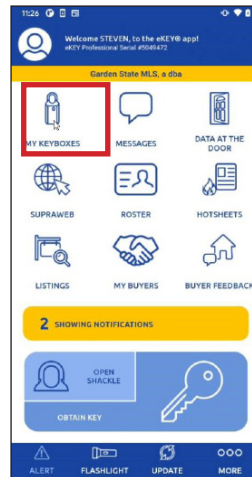
How to Grant Access

1. If you intend to grant keybox access to a real estate agent who is not a member of the real estate organization through which a property is listed, you acknowledge that you have obtained explicit consent to do so from the owner of the property to which the keybox grants access. Proof of the property owner's consent to allow such access must be retained by you and provided upon request. (Your local Board/Association may have rules and regulations for access that must also be followed.)

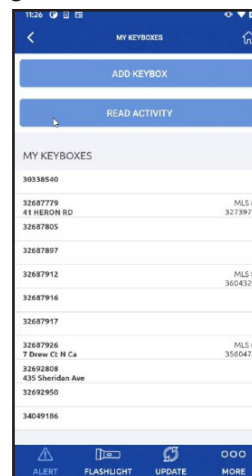
2. Open the eKEY app.



3. Select **My Keyboxes**.



4. Select a valid keybox for which you would like to grant access.



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Revision B

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5. Select *Grant Managed Access*.

The screenshot shows the 'PROGRAM KEYBOX' screen. It has three main sections: 'PROGRAM KEYBOX' with instructions and options like 'Require Feedback', 'Shake code', 'Require CBS', and 'Access hours'; 'EDIT KEYBOX DATA' with options like 'Showing note', 'Listing information', and 'Business card'; and 'GRANT MANAGED ACCESS' which is highlighted with a red box. Below these sections is a 'CANCEL' button and a bottom navigation bar with 'ALERT', 'FLASHLIGHT', 'UPDATE', and 'MORE' icons.

6. Type in the cell number of the Requesting Agent to whom you are granting access (or choose from your contacts).

Note: If the keybox is assigned to a listing, fields will self-populate with the address. If keybox is not assigned to a listing, the listing address is required. The MLS # can be used in addition to the address but the address is required.

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' input field, also highlighted with a red box. The rest of the screen shows pre-filled information: 'LISTING INFO' with 'LOCKBOX ID' 30000732, 'ADDRESS' 123 Main St. Salem OR 97301, 'MLS # (Optional)' 123456, 'ACCESS HOURS' 8:00 AM - 5:00 PM, and 'STARTS' Sep 28, 2021. A bottom navigation bar is visible at the bottom.

7. 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' and the 'STARTS' field is set to 'Sep 28, 2021'. These two fields are highlighted with a red box. Below them is an 'ENDS' field set to 'Sep 28, 2021'. At the bottom, there is a table for selecting the start time, with '8 00 AM' highlighted by a red box. The table has columns for hours (6-11), minutes (30, 45), and AM/PM. A bottom navigation bar is visible at the bottom.

8. Add any pertinent notes for the Requesting Agent and then press **Send**.

Note: Notes will appear in the text that agents receive informing them of access granted.

The screenshot shows the 'GRANT MANAGED ACCESS' screen. The 'NOTES/INSTRUCTIONS (Optional)' field is highlighted with a red box and contains the text 'Alarm code 1234'. Below this field is a red box containing the text 'SEND'. The rest of the screen shows pre-filled information: 'ADDRESS' 123 Main St Salem OR 97301, 'MLS # (Optional)' 23333, 'ACCESS HOURS' 8:00 AM - 5:00 PM, 'STARTS' Oct 27, 2021, and 'ENDS' Oct 27, 2021. A bottom navigation bar is visible at the bottom.



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