

How to *Setup General Email Notifications*

This show you how to set up showing notifications, feedback emails, reminders emails, and listing update emails.

1. Go to www.supraekey.com.

1. Go to www.supraekey.com.

2. Select **Agents – Log on to SupraWEB**.

3. Enter your user ID and password and select **Login**.

4. Select **Settings**.

5. Select the **General Email** link.

6. Enter your email address.

7. Check the box for each type of notice you want to receive.

8. Click **Save**.

The screenshot shows the Supra website homepage. At the top, there is a navigation bar with links for Products, News & Events, Downloads, Customer Support, Login, and About Us. A search bar is located in the top right corner. The main content area features a large banner for Supra Systems, which includes an image of a house and a Supra electronic lockbox. Below the banner, there are several sections: a 'Products' section with an image of a hand holding a lockbox, a 'Sell more homes, faster' section with text about mobile productivity tools, a 'Compatible eKEY Devices List' section with an image of a smartphone, and a 'Help & How-to' section with an information icon. The footer contains links for Privacy Policy, Terms of Use, and Site Map, along with copyright information for United Technologies Corporation 2015.



How to *Setup General Email Notifications*

2. Select Login for Real Estate Agents.

1. Go to www.supraekey.com.
2. Select **Login for Real Estate Agents**.
3. Enter your user ID and password and select **Login**.
4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.



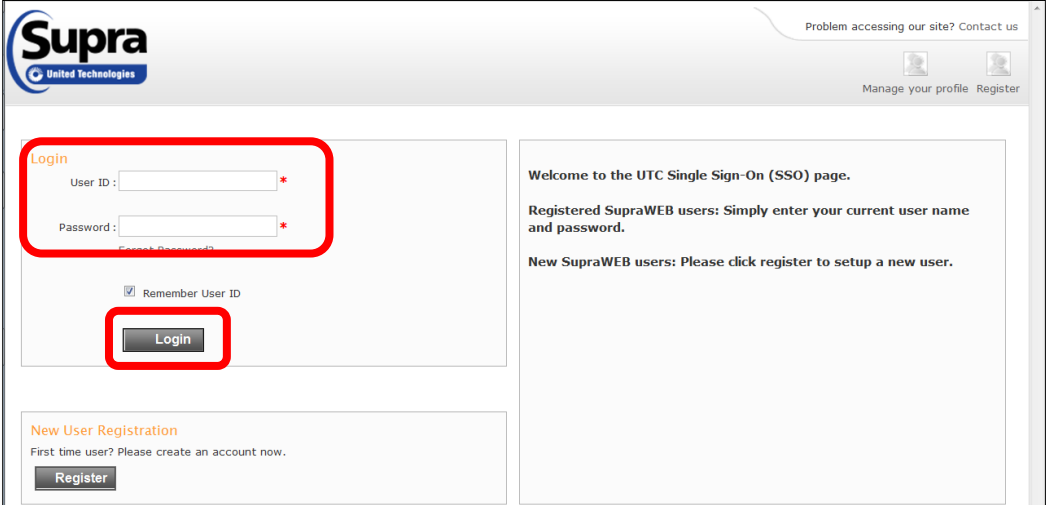
The screenshot shows the Supra website interface. At the top, there is a navigation bar with links for Products, News & Events, Downloads, Customer Support, Login, and About Us. The main content area features a large banner for Supra Systems, which includes a house image and a mobile device displaying the Supra app. A red box highlights the 'SupraWEB Login for Real Estate Agents' link in the top right corner. Below the banner, there are sections for 'Products' (eKEY Professional), 'Sell more homes, faster' (highlighting mobile productivity tools), and 'Compatible eKEY Devices List'. A 'Help & How-to' section is also visible at the bottom right.



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3. Enter your user ID and password and select **Login**.

1. Go to www.supraekey.com.
2. Select **Login for Real Estate Agents**.
3. Enter your user ID and password and select **Login**.
4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.

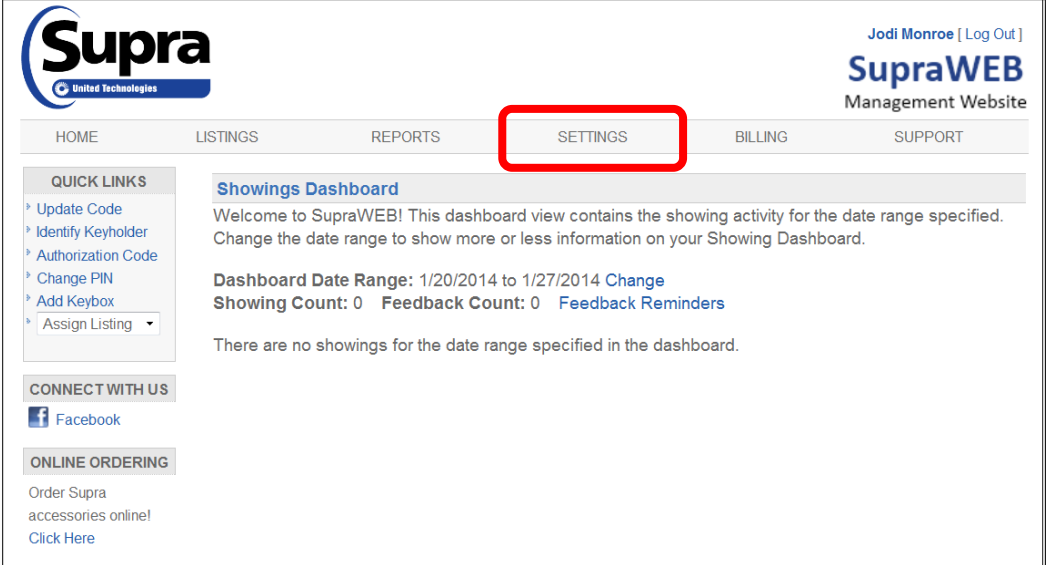


The screenshot shows the Supra login page. The Supra logo and United Technologies logo are in the top left. In the top right, there is a link for 'Problem accessing our site? Contact us' and buttons for 'Manage your profile' and 'Register'. The main content area is divided into two columns. The left column contains a 'Login' section with a red box around the 'User ID' and 'Password' input fields, and another red box around the 'Login' button. Below the password field is a 'Remember User ID' checkbox. The right column contains a welcome message: 'Welcome to the UTC Single Sign-On (SSO) page. Registered SupraWEB users: Simply enter your current user name and password. New SupraWEB users: Please click register to setup a new user.' At the bottom of the page, there is a 'New User Registration' section with a 'Register' button.

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4. Select **Settings**.

1. Go to www.supraekey.com.
2. Select **Login for Real Estate Agents**.
3. Enter your user ID and password and select **Login**.
4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.

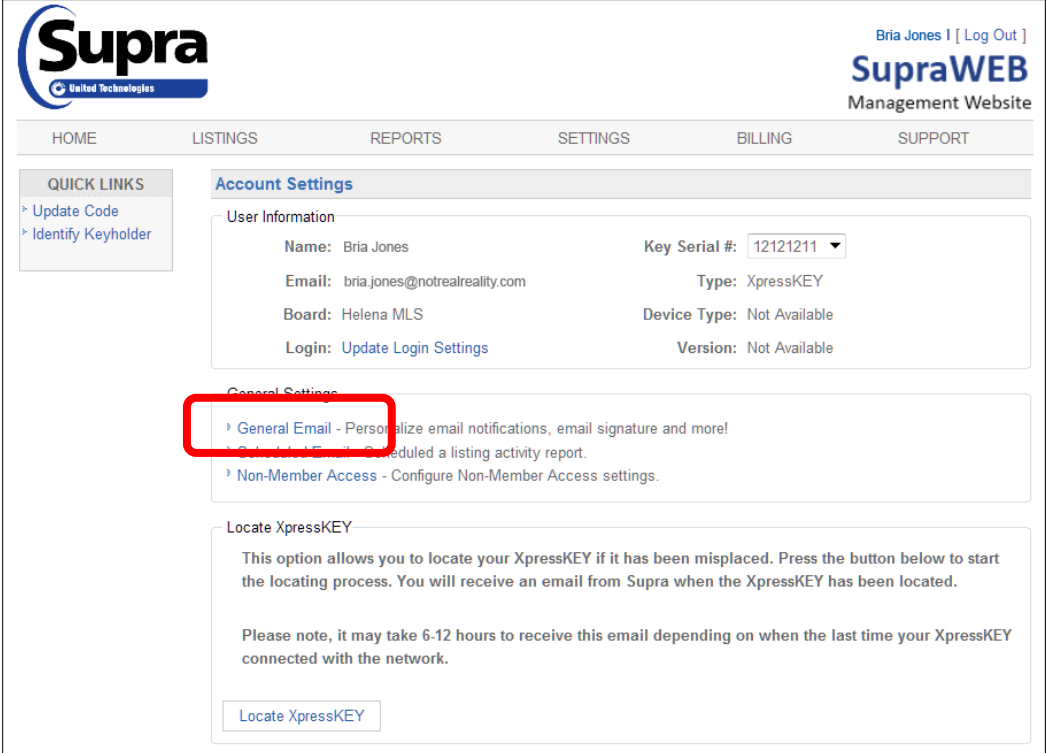


The screenshot displays the Supra Management Website dashboard. The Supra logo is in the top left, and the user name 'Jodi Monroe' with a 'Log Out' link is in the top right. A navigation bar contains links for HOME, LISTINGS, REPORTS, **SETTINGS** (highlighted with a red box), BILLING, and SUPPORT. Below the navigation bar, there are sections for QUICK LINKS (including Update Code, Identify Keyholder, Authorization Code, Change PIN, Add Keybox, and Assign Listing), CONNECT WITH US (with a Facebook link), and ONLINE ORDERING (with a link to order accessories online).

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5. Select **General Email**.

1. Go to www.supraekey.com.
2. Select **Login for Real Estate Agents**.
3. Enter your user ID and password and select **Login**.
4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.



The screenshot shows the Supra Account Settings page. The user is logged in as Bria Jones I. The page has a navigation menu with HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The Account Settings section is active, showing User Information and General Settings. The General Settings section has three links: General Email (highlighted with a red box), Scheduled Email, and Non-Member Access. The General Email link is described as 'Personalize email notifications, email signature and more!'. Below the General Settings section is the Locate XpressKEY section, which includes a button to start the locating process and a note that it may take 6-12 hours to receive the email.

Supra United Technologies

Bria Jones I [Log Out]
SupraWEB
Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

QUICK LINKS
▶ Update Code
▶ Identify Keyholder

Account Settings

User Information

Name: Bria Jones Key Serial #: 12121211
Email: bria.jones@notrealreality.com Type: XpressKEY
Board: Helena MLS Device Type: Not Available
Login: Update Login Settings Version: Not Available

General Settings

▶ **General Email** - Personalize email notifications, email signature and more!
▶ Scheduled Email - Schedule a listing activity report.
▶ Non-Member Access - Configure Non-Member Access settings.

Locate XpressKEY

This option allows you to locate your XpressKEY if it has been misplaced. Press the button below to start the locating process. You will receive an email from Supra when the XpressKEY has been located.

Please note, it may take 6-12 hours to receive this email depending on when the last time your XpressKEY connected with the network.

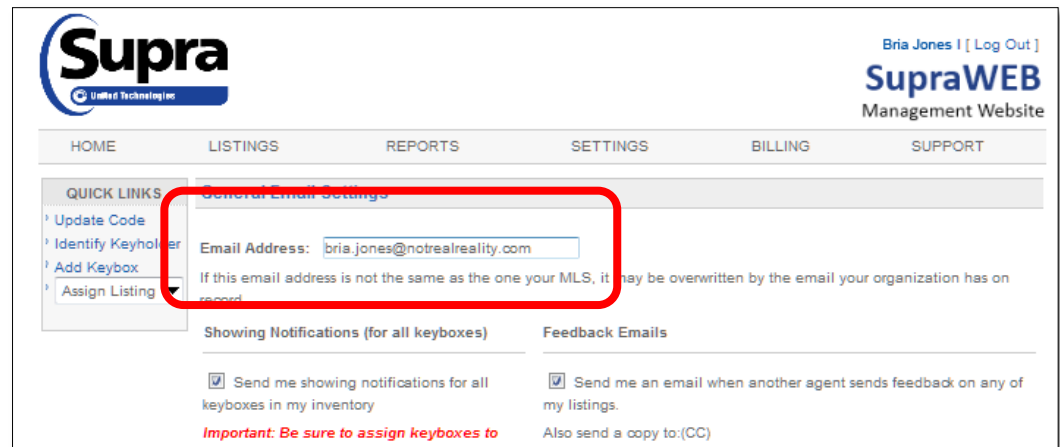
Locate XpressKEY



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6. Enter your email address.

1. Go to www.supraekey.com.
2. Select **Login for Real Estate Agents**.
3. Enter your user ID and password and select **Login**.
4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.



The screenshot shows the SupraWEB Management Website interface. The top navigation bar includes links for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The 'SETTINGS' link is selected. Below the navigation bar, there is a 'QUICK LINKS' section with options like 'Update Code', 'Identify Keyholder', 'Add Keybox', and 'Assign Listing'. The 'General Email Settings' page is displayed, featuring an 'Email Address' input field with the value 'bria.jones@notrealreality.com'. A red box highlights this field. Below the input field, there is a note: 'If this email address is not the same as the one your MLS, it may be overwritten by the email your organization has on record'. The page also includes sections for 'Showing Notifications (for all keyboxes)' and 'Feedback Emails', both with checkboxes for enabling notifications. A red warning message states: 'Important: Be sure to assign keyboxes to'.

How to **Setup General Email Notifications**

7. Check the notice boxes you want to receive.

1. Go to www.supraekey.com.
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4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.

Showing Notifications (for all keyboxes)

Send me showing notifications for all keyboxes in my inventory

Important: Be sure to assign keyboxes to listings to include the property address in showing notifications.

Also send a copy to:(CC)

Feedback Emails

Send me an email when another agent sends feedback on any of my listings.

Also send a copy to:(CC)

Reminder Emails

Remind me by email to send feedback on listings I have shown.

Enable listing assignment email reminders. (Not applicable for ActiveKeys)

Listing Update Emails

Allow listing agents to send me update emails on listings I have shown.

Personalized Signature Image

Personalized Signature Text

Font Family Font Size

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8. Click **Save**.

1. Go to www.supraekey.com.
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4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.

particular listing to a recipient, click on LISTINGS at the top of the page, click on the desired listing ID and enter the recipient's information.

Reminder Emails


Remind me by email to send feedback on listings I have shown.

Enable listing assignment email reminders. (Not applicable for ActiveKeys)

Listing Update Emails

Allow listing agents to send me update emails on listings I have shown.


Personalized Signature Image



Upload Image:

(Maximum resolution: 300X300 and < 4MB)

Personalized Signature Text

B I U |  Font Family | Font Size

Path:

[Signature User Guide](#)

For the latest information, visit us at www.supraekey.com and select the **Customer Support** tab.

