

SupraWEB Login & Keybox Assignment

SupraWEB is the agent website. Login to SupraWEB to manage your Supra account, keyboxes, and view showing information.

Set Up SSO user ID and password

1. Go to www.supraekey.com and select **SupraWEB - Login for Real Estate Agents**.
2. Select the **Register** button in the lower left.
3. Fill out the User Registration Application screen and select **Submit**.
4. Select **Continue** to return to the SSO login page and a confirmation email is sent to you to confirm your registration.
5. Enter your user ID and password and select **Login** and the Welcome to SupraWEB screen displays.

Note: The first time you login with your user ID and password, your key serial number, PIN, and Board/Association (select from a dropdown list) are required.

In the future, to login into SupraWEB only the new user ID and password are required.

Managing Listings and Keybox Inventory at SupraWEB

1. From SupraWEB select the **LISTINGS** menu option.
2. Select the **Keyboxes** link to view a list of keyboxes in your inventory.
3. To add a keybox, select the **Add Keybox** link and enter the keybox serial number, shackle code, and the MLS number where the box is located.
4. To assign a listing to a keybox already in your inventory, select the **Assign Listing** dropdown, choose the keybox and enter the MLS number where the keybox is located.

Be sure to update the listing ID when you place a keybox on a new listing, so the address information shows correctly on reports.

View helpful SupraWEB documents on the **SupraWEB Resources** page at www.supraekey.com/CustomerSupport/Pages/SupraWEB-Resources.aspx.



If you have any questions about SupraWEB, contact Support at 1-877-699-6787.

Deleting Keyboxes from Inventory at SupraWEB

When you turn in a keybox to your Association/MLS, go to SupraWEB and delete the keybox from your inventory to keep your information and reports up to date.

1. Select the **LISTINGS** menu option.
2. Select the **Keyboxes** link to view a list of keyboxes in your inventory.
3. To delete a keybox that is not assigned, select the red X *Delete From Inventory* icon on the line of the keybox.

Note: Only keyboxes that are not assigned to a listing show the Delete from Inventory icon on the keybox line.

Supra
United Technologies

Jodi Monroe [Log Out]
SupraWEB
Management Website

HOME LISTINGS REPORTS SETTINGS SUPPORT

QUICK LINKS
* Listings
* Keyboxes

ACTIONS
* Add Keybox
* Assign Listing

Keybox Management
4 Keyboxes - Print Report

Type	MLS #	Keybox #	Shackle Code	CBS Required	Actions
		30000016	1234	0066225 (Off)	
		30900007	1234	0126041 (Off)	
	12345678	30000108	1234	9233679 (Off)	
	7001234	30317399	1234	4261909 (Off)	

1/1
Keyboxes Per Page: 4

Legend
 Delete From Inventory Assign Listing MLS#
 Showing Activity Email Showing Agents ShowingTime

4. To delete a keybox that is assigned to a listing, select either the MLS # or the listing ID of the keybox.
5. On the left side under the list of ACTIONS, select the **Delete Keybox** link to delete the keybox.

HOME LISTINGS REPORTS SETTINGS SUPPORT

QUICK LINKS
* Listings
* Keyboxes

ACTIONS
* Add Keybox
* Unassign Listing
* Delete Keybox
* Showing Time
Activity
* Showing Activity
* Assign Listing
* Individual
Scheduled Report

MLS # 12345678

Listing Details Keybox Settings

Keybox Settings

Serial #: 30000108
Keybox Type: Bluetooth KeyBox (iBox - BT)
Shackle Code: 1234
CBS Required: 9233679 (Off)
Programmed MLS #: Not Available
Last Programmed: October 1, 2010
Require Feedback: No
Battery Capacity: Not Available