

How to *Set Up 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.
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**.

1. Go to www.supraekey.com.



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2. Select Login for Real Estate Agents.

1. Go to www.supraekey.com.
2. Select **Login for Real Estate Agents**.
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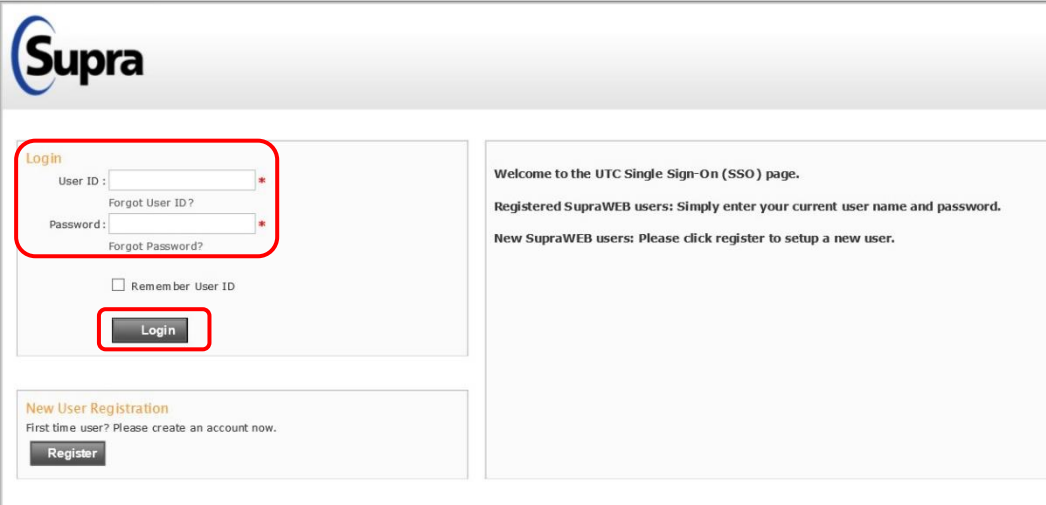
The screenshot shows the Supra website interface. At the top right, there is a search bar and a 'SupraWEB - Agent Login' link. Below the navigation bar, there is a main banner area with a video player and a 'Supra Support Center' section. On the right side, there are two prominent buttons: a red 'SupraWEB Real estate agent login to Supra system LOGIN TO SUPRAWEB' button and a blue 'SupraNET Association/MLS login to Supra system LOGIN TO SUPRANET' button. Below these, there is a 'New Supra® eKEY® App Refresh Info' section with an image of a smartphone and a lock icon. At the bottom, there is a 'Supra® eKEY® app Compatible Operating Systems' section with an image of a smartphone and a yellow arrow icon. The footer contains the Carrier logo and a link to the Privacy Policy.



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

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Supra

Login

User ID : *

[Forgot User ID?](#)

Password : *

[Forgot Password?](#)

Remember User ID

Login

New User Registration

First time user? Please create an account now.

Register

Welcome to the UTC Single Sign-On (SSO) page.

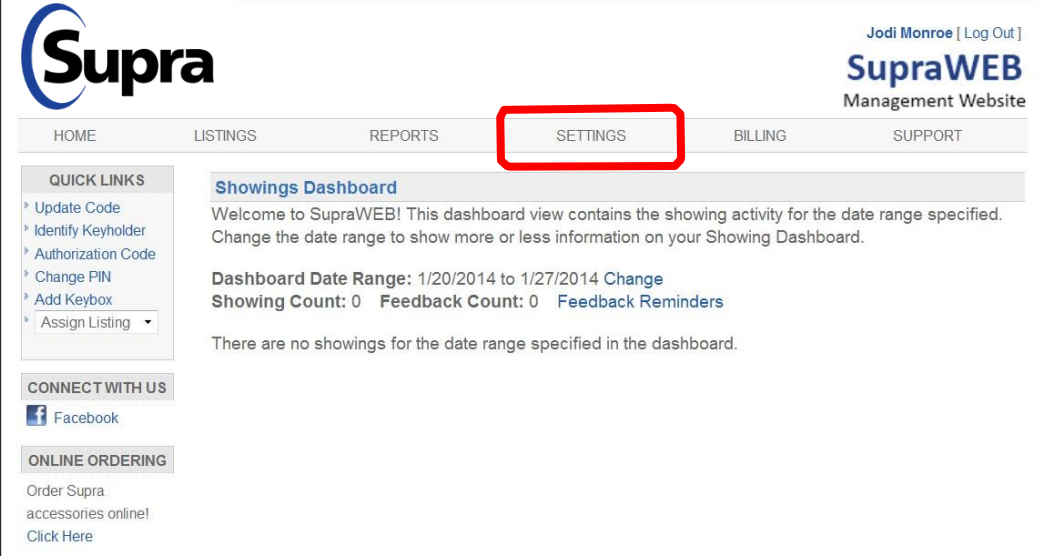
Registered SupraWEB users: Simply enter your current user name and password.

New SupraWEB users: Please click register to setup a new user.

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4. Select Settings.

1. Go to www.supraekey.com.
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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 SupraWEB Management Website interface. At the top left is the Supra logo. In the top right corner, the user name "Jodi Monroe" and a "Log Out" link are visible, along with the "SupraWEB Management Website" title. A navigation menu below the logo includes links for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The "SETTINGS" link is highlighted with a red rectangular box. Below the navigation menu, 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**.

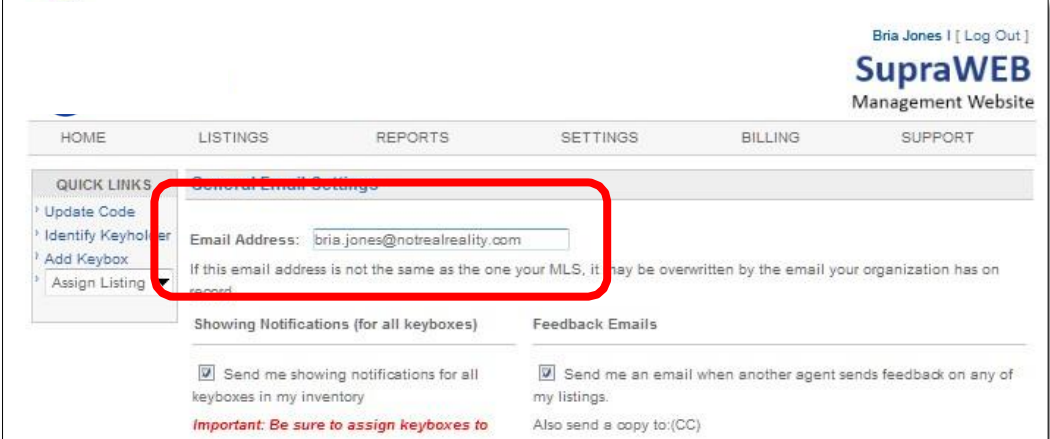
1. Go to www.supraekey.com.
2. Select **Login for Real Estate Agents**.
3. Enter your user ID and password and select **Login**.
4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.

The screenshot shows the SupraWEB Management Website interface. At the top right, it displays the user name 'Bria Jones I [Log Out]' and the site name 'SupraWEB Management Website'. A navigation menu includes 'HOME', 'LISTINGS', 'REPORTS', 'SETTINGS', 'BILLING', and 'SUPPORT'. On the left, there is a 'QUICK LINKS' section with 'Update Code' and 'Identify Keyholder'. The main content area is titled 'Account Settings' and contains several sections: 'User Information' with fields for Name, Email, Board, Login, Key Serial #, Type, Device Type, and Version; 'General Settings' with links for 'General Email - Personalize email notifications, email signature and more!', 'Scheduled Email - Schedule a listing activity report.', and 'Non-Member Access - Configure Non-Member Access settings.'; and 'Locate XpressKEY' with a description and a 'Locate XpressKEY' button. The 'General Email' link in the 'General Settings' section is highlighted with a red box.

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6. Enter your email address.

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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**.



The screenshot shows the SupraWEB Management Website interface. The user is logged in as Bria Jones. The navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The QUICK LINKS section includes Update Code, Identify Keyholder, Add Keybox, and Assign Listing. The General Email Settings section is highlighted with a red box and contains the following information:

- General Email Settings**
- Email Address:** bria.jones@notrealreality.com
- 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.
- Showing Notifications (for all keyboxes)**
 - Send me showing notifications for all keyboxes in my inventory
- Feedback Emails**
 - Send me an email when another agent sends feedback on any of my listings.
- Important:** Be sure to assign keyboxes to Also send a copy to:(CC)

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**.

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.

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)

Separate multiple addresses with a semicolon

Tip : To send showing notifications on a 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.

Feedback Emails

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

Also send a copy to:(CC)

Separate multiple addresses with a semicolon

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

B I U [Color Picker] [List Icons] [Font Family] [Font Size]

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8. Click **Save**.

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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	Listing Update Emails
<input checked="" type="checkbox"/> Remind me by email to send feedback on listings I have shown.	<input checked="" type="checkbox"/> Allow listing agents to send me update emails on listings I have shown.
<input checked="" type="checkbox"/> Enable listing assignment email reminders. (Not applicable for ActiveKeys)	

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.



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