

How to Add a Cooperating Key

Easy 3-Step Process

1. From the SupraNET Home Page, select **Add Cooperating Key** under *Common Tasks*.

The screenshot shows the SupraNET Home Page interface. On the left, there is a 'Quick Search' section with radio buttons for 'Keyholder ID', 'Keyholder Name', 'Key Serial Number', and 'Keybox Serial Number'. Below this is an 'Advanced Search' section with links for 'Keyholders', 'Keys', 'Keyboxes', 'Offices', 'Listings', and 'Logins'. In the center, the 'Common Tasks' section is titled 'Begin here by choosing a task.' and contains several buttons: 'Keyholder Information', 'New Keyholder', 'Assign Key', 'Unassign Key', 'Upgrade / Downgrade Key', 'Program Key / Keybox', 'Add Cooperating Key' (highlighted with a red box), and 'Reports'. A 'Show All Tasks' button is also present. On the right, there is a 'Messages' section with an 'Important Reminder' about 90-day notices for data changes.

2. Enter the cooperating key serial number and PIN, or search for the keyholder ID by clicking on the search icon next to that field; enter the association/MLS the key was issued from, then click **Continue**.

The screenshot shows the 'Enter key details' form. It has a title 'Enter key details' and a subtitle 'Enter the key details, then click the continue button.' The form contains several input fields: 'Key Serial Number', 'PIN', and 'Keyholder ID' (with a search icon). Below these is a 'Primary Board Filter' section with a dropdown menu showing 'Enter board / associate name' and a list of options: 'A-Sons Construction', 'AZZ Field Services', 'Airon Cleveland AOR', and 'Albany Board of Realtors'. At the bottom, there are 'Cancel' and 'Continue' buttons, with the 'Continue' button highlighted by a red box.

Note: Primary board does NOT need to program the cooperating board's system code into the key.

3. The system displays a completion message and prompts to select the next task.

The screenshot shows a completion message. At the top, it says 'Key: 5182000 is added as a cooperating key'. Below this, it says 'Task Completed. What would you like to do next?' and provides three links: 'View Keyholder VETTER, ERIC (761001089)', 'Go Home', and 'Program Key'. At the bottom, there is a 'Task Summary' section that states: 'This key needs to perform a sync in order for the cooperation to function.'

Note: Non-Member Agents are not eligible to use cooperating keys.



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