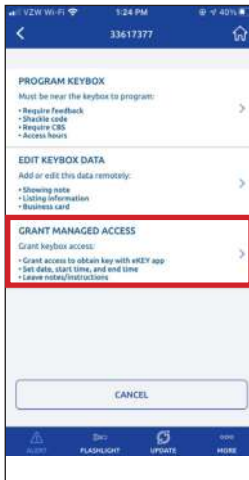




# Managing Access with eKEY

## GRANT ACCESS VIA YOUR eKEY

5. Select *Grant Managed Access*.

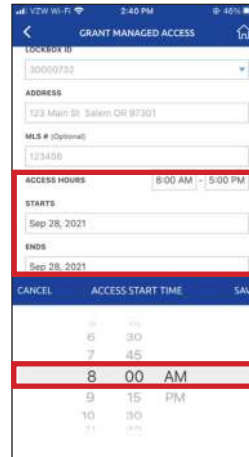


6. Type in the cell number of the Requesting Agent to whom you are granting access (or choose from your contacts).

**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.



7. Select access day and time.



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.



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