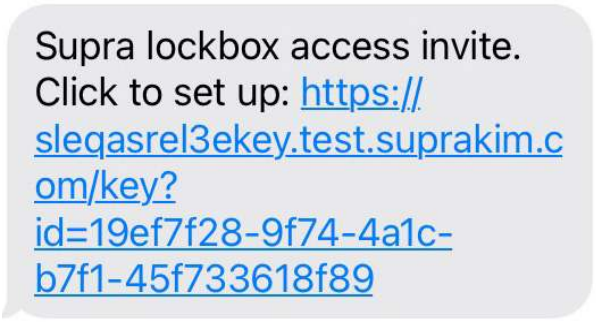
Single Access with eKEY
Instructions for Users

What to do when you're given one-time access to a property

You'll receive a couple of text messages with links that you'll need to click on first to gain access. Perform the first four steps *before* you want to gain access.

1. Click link in SMS text invitation to download and set up your eKEY.



2. This will take you directly to the Supra eKEY app on your phone's app store. Click to download and install.

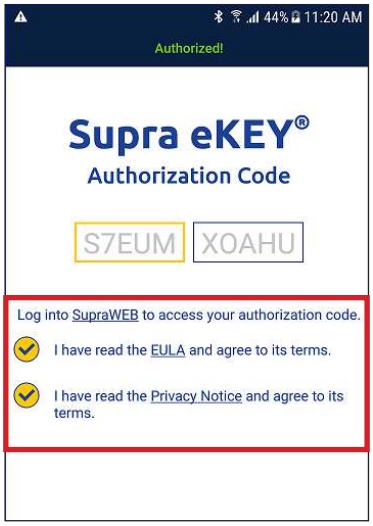
Note: *If you already have eKEY installed, you'll be taken directly to the authorization page in Step 4.*

3. Once app is downloaded, return to your texts; click on the same link to register with eKEY.

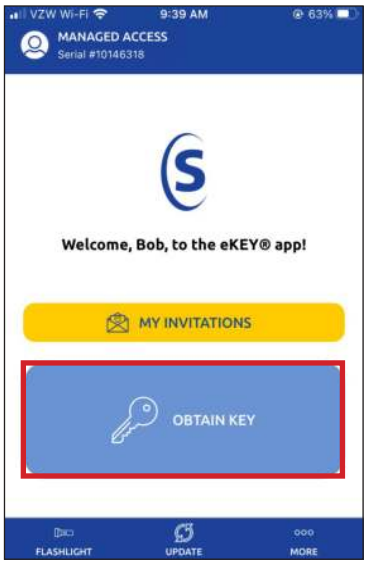
Fill out your information and tap **Register**.

Note: *Remember your 4-digit PIN as you will need it every time you use eKEY.*

4. Once you register, you'll receive a text with a link to an authorization code. Tap on the link and you'll be taken directly to a pre-populated authorization page for eKEY. Read and agree to the EULA (End User License Agreement) and Privacy notices.



5. This will bring up your eKEY. To open the lockbox, select **Obtain Key**.



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supraekey.com

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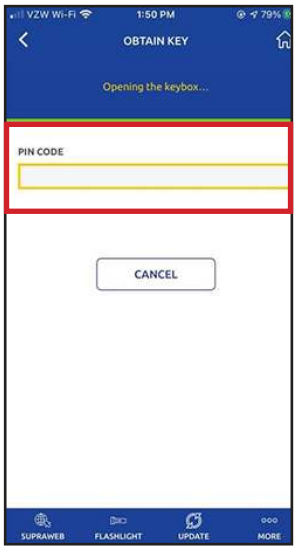
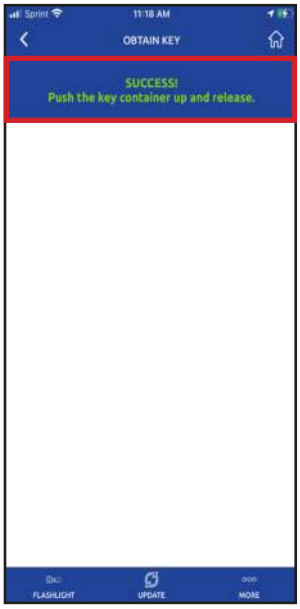
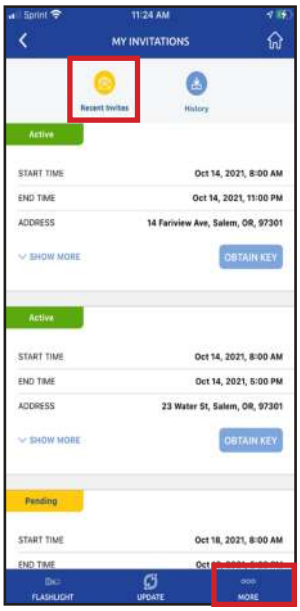
6. Enter the 4-digit PIN you selected during registration and push up on the bottom of the lockbox to turn it on.



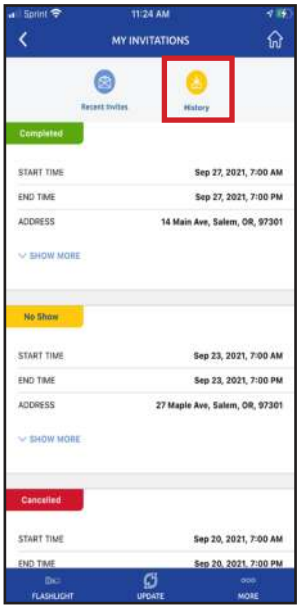
7. You will then get a "Success!" message. Once you see that, push up again on the bottom of the lockbox to access the key(s) inside.



To see all your invitations, tap **More > My Invitations**.



You can also review previous invitations by tapping *History*.



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