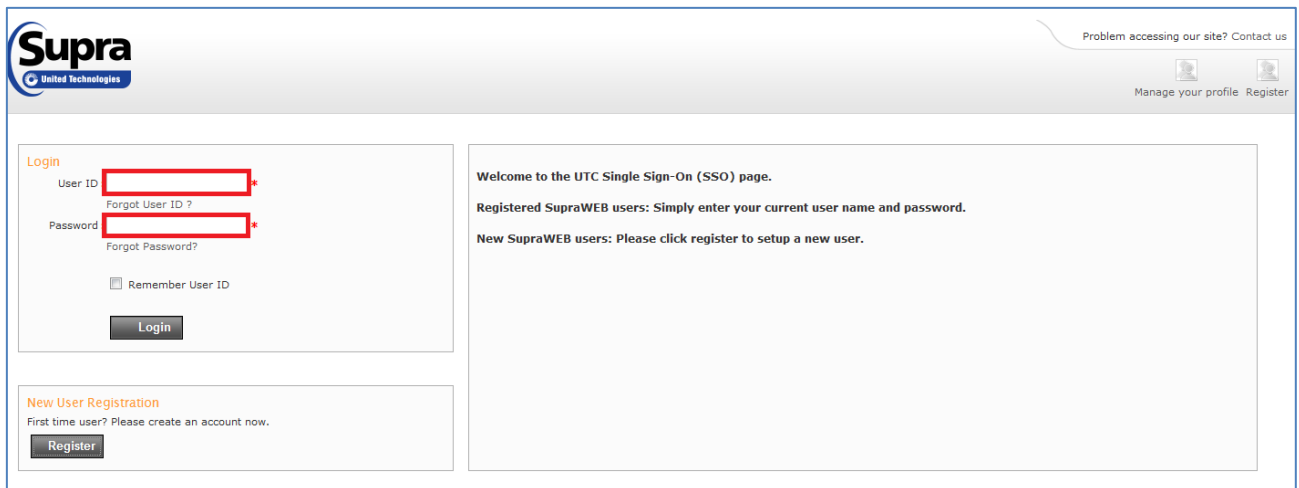


## Using SupraWeb Features

Have you ever received an email alert advising you that an agent has accessed a listing that is not yours? Sound familiar? If so it is possible that you attached a lockbox inadvertently or inherited a lockbox still associated to another agent's inventory list. In order to check your inventory, please follow the steps below:

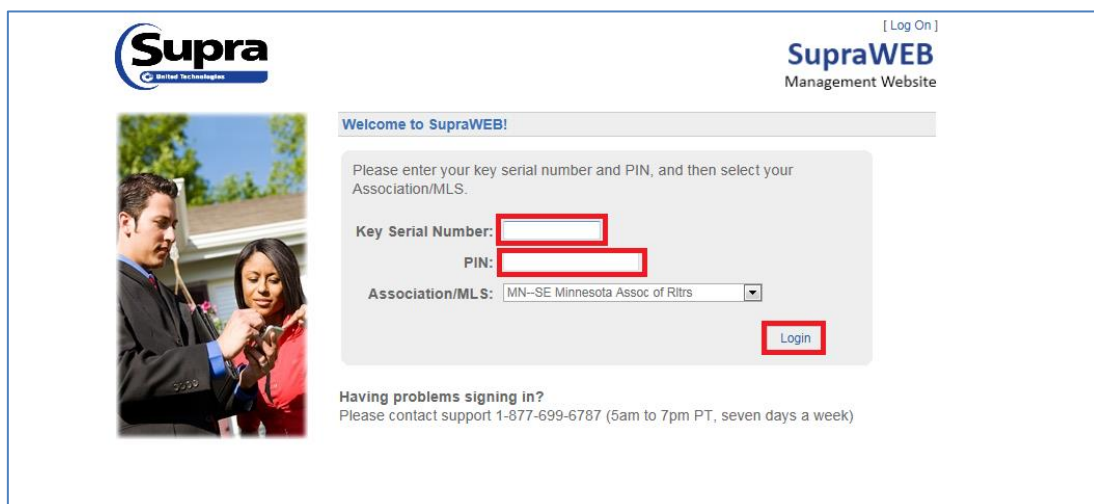
### Login to the 'SupraWeb':

- Go to [www.supraekey.com](http://www.supraekey.com) and select '**Agents - Log on to SupraWEB**'.
- Enter your user ID and password and select '**Login**'. If you haven't registered for a single sign on (SSO) user ID and password yet, click the '**Register**' link to register for a login.



The screenshot shows the Supra login interface. On the left, there is a 'Login' section with fields for 'User ID' and 'Password', both highlighted with red boxes. Below these fields are links for 'Forgot User ID?' and 'Forgot Password?'. A 'Remember User ID' checkbox is also present. A 'Login' button is at the bottom of this section. Below the login section is a 'New User Registration' section with a 'Register' button. On the right, a large box contains the text: '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.'

- The first time you login with your User ID and Password you'll need to enter your key serial number and PIN and choose your Board/Association from the drop-down list.
- Click the '**Login**' button to continue.



The screenshot shows the SupraWEB Management Website login page. At the top, there is a 'Supra' logo and a '[ Log On ]' link. The main heading is 'SupraWEB Management Website'. Below this, a 'Welcome to SupraWEB!' message is displayed. The login form asks the user to 'Please enter your key serial number and PIN, and then select your Association/MLS.' It includes fields for 'Key Serial Number' and 'PIN', both highlighted with red boxes. A dropdown menu for 'Association/MLS' is set to 'MN-SE Minnesota Assoc of Rltors'. A 'Login' button, also highlighted with a red box, is at the bottom right of the form. At the bottom of the page, there is a link for 'Having problems signing in?' and contact information for support.

### Identifying your Key:

When agents call they advise that they are having trouble with their key but incorrectly call it by a different name. To help us identify the key type, I decided to show a list of the most commonly used keys:

Active Key (Infrared)	Display Key - LARA (Wisconsin Area Only)	eKey (Mobile Application)
		

**Quick Links:** This table identifies what options are readily available to you in Supra.

Quick Links	Active Key	Display Key (Wisconsin Area Only)	eKey
Update Code	X	Contact LARA	X
Identify Keyholder	X	Contact LARA	X
Authorization Code	N/A	Contact LARA	X
Change PIN	N/A	Contact LARA	X
Market Area	N/A	Contact LARA	X
ActiveKey Settings	X	Contact LARA	N/A
Active Key Alerts	X	Contact LARA	N/A
Add Keybox	X	Contact LARA	X

**QUICK LINKS**

- Update Code
- Identify Keyholder
- Authorization Code
- Change PIN
- Market Area
- Add Keybox

**Update Code Option** – This allows you to get an emergency update code and works on both Active Key and eKey. It will give you a valid update code and an expiration date.

**Update Code**

The following update code is valid until December 9, 2014.

**4199 - 7153 - 10**

You may need to perform an eSYNC before you can obtain another update code.

For help entering your update code, please click [here](#).

**Coop Update Codes**

Board	Update Code	Valid Until
Twin Cities and Western WI	3303 - 7954 - 60	December 9, 2014
Realtor Assoc of So Minnesota	5678 - 3890 - 73	December 9, 2014
St Cloud Area AOR	4838 - 5508 - 90	December 9, 2014
Duluth Area AOR	0239 - 6095 - 149	December 9, 2014

**QUICK LINKS**

- Update Code
- Identify Keyholder
- Authorization Code
- Change PIN
- Market Area
- Add Keybox

**Identify Keyholder Option** – This allows you to check up on unfamiliar key serial numbers. Simply enter the serial number and click the 'Find' button to return the agent details.

**Identify Keyholder**

**Identify Keyholder**

To find the name of a keyholder, please enter his/her serial number in the textbox below, then click on Find button.

Key Serial:

**Find**

**Results**

Keyholder Name	Board Name
[REDACTED]	St. Cloud Area AOR

**QUICK LINKS**

- Update Code
- Identify Keyholder
- Authorization Code
- Change PIN
- Market Area
- Add Keybox

**Authorization Code Option (eKey Only)** - This allows you to generate your own authorization code, which you can enter it at your own convenience.

**eKEY Authorization Code**

Authorization codes are required when setting up a new eKEY.

Enter the following authorization code into your eKEY program.

**13209 - [REDACTED] - 00784**  
**[REDACTED] - 36475 - [REDACTED]**

For help entering your authorization code, please click [here](#).

#### QUICK LINKS

- › Update Code
- › Identify Keyholder
- › Authorization Code
- › **Change PIN**
- › Market Area
- › Add Keybox

**Change Pin Option (eKey Only)** - This allows you to change your four digit pin code, enter your current pin, the new pin you want to use. Then confirm the pin number and click the 'Save' button to confirm changes.

#### Change Your PIN Code

Your PIN gives you secure access to Supra keyboxes. Please memorize your PIN or keep it in a safe place.

**Your PIN must be 4 numeric digits.**

##### Change PIN Code

Current PIN:

New PIN:

Confirm New PIN:

**Save**

Cancel

#### QUICK LINKS

- › Update Code
- › Identify Keyholder
- › Authorization Code
- › Change PIN
- › **Market Area**
- › Add Keybox

**Market Area Option (eKey Only)** - This option allows you to select your listing market area. You can list your preferences and click the 'Save' button to confirm changes.

#### Listing Market Area

You have selected 57 of 4925 listings.(Max 4000)

##### Define Market Area

###### Available Areas

Adams, MN  
Albert Lea, MN  
Alden, MN  
Alma, WI  
Altura, MN  
Apple Valley, MN  
Arcadia, WI

> >> << <

###### Selected Areas

Kasson, MN

###### Available Classes

Commercial  
Farms  
Land  
Multi-Units

> >> << <

###### Selected Classes

Residential

###### Available Status

> >> << <

###### Selected Status

Active  
Closed-Last 90 days  
Expired-Last 90 days  
Pending

###### Price

Minimum: \$0

Maximum: Unlimited

**Save**

- Update Code
- Identify Keyholder
- ActiveKEY Settings
- ActiveKEY Alerts
- Add Keybox

## ActiveKEY Settings

## Low Battery Warnings

Save

- Update Code
- Identify Keyholder
- ActiveKEY Settings
- ActiveKEY Alerts**
- Add Keybox

## ActiveKEY Alerts EULA

The new ActiveKEY Alert feature allows realtors with an ActiveKEY to send a pre-defined email or SMS message to up to 3 selected contacts. The realtor must first enable the feature on KIMWeb and enter the desired text message to transmit, along with the contact email address(es).

Availability of this Alert feature is dependent upon availability of one or more of the following:

- If the ActiveKEY is not within cellular coverage, the key will display a message that it is outside cell coverage, and will transmit the message as soon as cell coverage has been acquired. Once the Alert message is received by the Supra Servers, an acknowledgement will be sent to the ActiveKEY and the backlight will flash for 10 seconds.

## End User License Agreement - Keyholder

ActiveKEY Alert allows authorized ActiveKEY Keyholders to send a pre-defined email message from an ActiveKEY to a maximum of three (3) selected contacts.

Keyholder must enable the feature on KIMWeb and enter the desired text message to transmit, along with the email address of the contact(s). When the Alert button is pressed and held for three (3) seconds, the ActiveKEY will attempt to transmit the pre-defined message to Supra's servers. Upon receipt, the GE servers will then forward the message to up to three (3) email contacts entered by Keyholder.

If the ActiveKEY is not within cellular coverage, a message will be displayed indicating that it is outside cell coverage and that the message will be sent as soon as cell coverage has been acquired. Once the ActiveKEY Alert message is received by the Supra servers, an acknowledgement will be sent to the ActiveKEY and the backlight will flash for ten (10) seconds.

 [Print/Save Agreement](#)

☐ **Accept** I agree to the Conditions of Service and terms and conditions set forth above.

☐ **Reject** I DO NOT agree to the Conditions of Service and terms and conditions set forth above.

**QUICK LINKS**

- › Update Code
- › Identify Keyholder
- › Authorization Code
- › Change PIN
- › Market Area
- › Add Keybox

**Add Keybox Option** – This option allows the user to assign their lockboxes to their listings. Simply enter the keybox serial number, shackle code and MLS number. Click 'Add Keybox' button to save changes.

**Add Keybox to Inventory**

You can add keyboxes to your inventory and then assign them a listing MLS#. Keyboxes in your inventory can belong to you. A keybox must be in your inventory and assigned before you can create and view showing reports or receive real-time notifications.

**Keybox Information**

**KeyBox Serial Number:**

**Shackle Code:**

**MLS #:**  leave blank to unassign from current listing.

If you have any further queries please contact me at 507-285-9833 or email: [shaun@semnrealtors.com](mailto:shaun@semnrealtors.com)