

How to Link Your Supra iBox to Your Listing

You will need your iBox Serial Number, Shackle Code, and the MLS Number that you are linking the lockbox to.

- Log on to the Supra website at www.supraekey.com and click **Agents-Log on to SupraWEB**.
- Highlight **“Bay Area Real Estate Info Svcs”** in the dropdown “Board” list.
- Enter your **key serial number** and your **four-digit PIN code** and click **Login**.
- Click **LISTINGS**, then **Keyboxes** to see all Keyboxes currently assigned to you and whether a MLS Number has been linked.
- To link a listing to the lockbox, select a **Keybox Serial Number** from the Drop-down **Actions** list, then enter the MLS Number.
- To un-link a lockbox from a listing, click on **Keyboxes**, then the **MLS Number**, then **Unassign Listing** from the **Actions** box.

How to Add A New Lockbox to Your Inventory

- Click **Add Keybox** on the left side of the page.
- Enter the **Keybox serial number** and **shackle code**.
- If the box is on a listing, add the **MLS number of the property** where the box is located.
- Click **Add Keybox** to save.

The screenshot displays the SupraWEB Management Website interface. At the top right, it shows 'KIM ADMINISTRATION [Log Out]' and the 'SupraWEB Management Website' logo. A navigation bar includes 'HOME', 'LISTINGS', 'REPORTS', 'SETTINGS', and 'SUPPORT'. On the left, there are 'QUICK LINKS' (Listings, Keyboxes) and 'ACTIONS' (Add Keybox). The main content area is titled 'Add Keybox to Inventory' and contains a form with the following fields: 'KeyBox Serial Number', 'Shackle Code', and 'MLS #' (with a note: 'Leave blank to unassign from current listing.'). Below the form are 'Add Keybox' and 'Cancel' buttons. The footer contains the copyright notice: 'Copyright © GE Security, Inc. 2009 - Privacy Policy - Terms & Conditions'.