Using Tokens to Grant Single Access

How to Purchase Tokens

1. Open the Supra eKEY app and click the **Manage Access** icon. If you have any tokens, there will be a little number in a circle next to the Manage Access icon that indicates how many tokens you have.



Note: The circles are color-coded. Green means tokens are available; red means you have no tokens.

2. If you have no tokens, click the **Add Access Tokens** button.



3. Access tokens are sold in packages of five. Agree to the terms & conditions, then click **Add Access Tokens** again. The amount shown will be billed to the card on file.



4. Enter or ensure that your billing information is correct, then click **Add Access Tokens** one more time.



5. You will see a screen indicating that the purchase is pending (please allow a few moments for the transaction to process).

<	MANAGE ACCESS		ଜ	
CO Access Tokens	(Construction) Recent Invites	History	Reports	
Your p	ourchase of is pe	f 5 Access nding	Tokens	
Your p	ourchase of is pe	f 5 Access ⁻ nding	Tokens	
Your p	ourchase of	f 5 Access ' nding	Tokens	
Your p	urchase of is per	f 5 Access nding	Tokens	

6. You will receive an email when your purchase is complete. Open the eKEY app and you will see a green circle next to the *Manage Access* icon.





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How to Use Tokens to Grant Access

1. Open the eKEY app. You'll notice a small green circle next to the *Manage Access* icon that indicates how many tokens you have available.



2. Tap **Manage Access** and you will see the following screen. Tap **Go to My Lockboxes**.



3. Select the desired lockbox.

<	MY LOCKBOXES	ĥ
	ADD LOCKBOX	
	READ ACTIVITY	
MY LOCK	BOXES	
33798272 Du		
52416405		MLS# 670712
5216406		
5216437		
5216485 1028 Oakhil	Ave SE	MLS# 670712
5216973 524 Linda Ar	ve NE	
33798272 Du		33798272 Du
33798272 Du		MLS# 671181
33798272		MLS#

4. Tap Grant Managed Access.



Note: Reports showing who has been granted access are available through the eKEY app's Manage Access feature.

5. Enter the phone number of the person to whom you wish to grant access and click **Check Eligibiliity**. *Note: No dashes are required when entering phone number.*

٢	GRANT	ANAGED ACCESS
Access d access G	etails will be se rantee.	int via text to the managed
PHONE NU	IVEER	
159807	3089	1
	CHEC	CK ELIOIBILITY
LISTING IN	4F0	
LOCKBOX	ID	
	58	
ADDRESS		
2206.5	500 W Vernal	UT 84078
MLS # (0p	dional)	
ACCESS H	OURS	8:00 AM - 5:00 P
STARTS		

Note: Only individuals who are not affiliated with your organization are eligible to receive Single Access.

Note: Unused tokens will be returned if a granted access appointment is cancelled <u>before</u> the start time.

6. Screen will indicate the eligibility of the phone number.

C GRANT MANAGED ACCESS	ស	<	GRANT MA	NAGED ACCESS	ស
Success! The phone number you entered is eligible f managed access.	for	member o	of your organizati	npting to enter is ion. Organization use Managed Acc	members ar
HONE NUMBER		PHONEN	UMBER		
4709886653	0	73355	562346		C
token is required to grant managed access to thi erson.	is		CHECK	ELIGIBILITY	
Use an Access Token	-	LISTING	NFO		
You have 5 Access Tokens in your account.		LOCKBOX	ID		
STING INFO		312611			
CKBOX ID		ADDRESS			
1261184					_
DDRESS		MLS # (Op	tional)		
ILS # (Optional)		ACCESS H	IOURS	8:00 AM -	5:00 PM
▲ I 000	0	\wedge	Men	63	000

