



## **Supra Non-Member REALTOR® Access**

### **Steps for Non-Member REALTORS®**

The purpose of this document is to provide instructions for Non-Member REALTORS® to obtain Bluetooth iBox Lockbox access from a NCCBOR REALTOR®.

Per the NCCBOR and Supra agreement this access is applicable for Member REALTOR® to Non-Member REALTOR® access only.

Please ensure to read and comply with the Basic Rules of Usage.

#### **Step 1: Request property showing as per MLS showing directions noting request for Non-Member REALTOR® Access**

- Follow up with the listing agent to ensure they have received the Non-Member REALTOR® Access Request. You will receive a text message confirmation included with instructions on the following process:

#### **Step 2: Download the eKEY app**

- Accept Terms & Conditions
- Fill out the Account Information
  - Choose 4-digit PIN
  - Enter Industry ID
  - Select Industry Role
  - Complete Company Info

#### **Step 3: Enter Authorization Code**

- An authorization code will be sent via text message and email when the listing agent has approved your Non-Member REALTOR® Access request
- Once you receive a text message granting you Keybox Access, click on the link provided in the text message to access the authorization code
- Enter the eKEY authorization code

#### **Step 4: Log In**

- You will have access to SupraWEB with the Key serial # and PIN

**Once you have received your authorization code, you will be provided with a date and time frame when lockbox access will be granted from the listing agent.**