How to grant nonmember access from your supra ekey app

1. Open Supra ekey app and tap on UPDATE.

2. Tap on MORE.

3. Tap on SUPRAWEB. Login to SUPRAWEB with:
> Your key serial number, key serial number is the 7or 8-digit number on top of your supra-app home page.
> Your Pin is the 4-digit Pin # you use to open lockboxes.
> Association, select AB-Central Alberta RA

4. Tap Login.

5. Tap Non-Member Access.

6. From the dropdown, select lockbox serial number assigned to the listing.

7. Tap Grant Access and Next.

 8. Add the non-member's mobile phone number.
no hyphens, area code then the number. (4035555055)

9. Choose the access start and end date and time (Access may be allowed between 3 to 72 hours). Or click on all day access.

10. Add notes about the listing for the non-member and click Submit. (adding notes is not mandatory)

11. Tap SUBMIT, you will get a "ACCESS GRANTED SUCCESSFULLY" message pop on your screen if you didn't that means you did not do the process correctly.

Nonmember will get a text message, saying that you granted them access. From here, the nonmember will follow instructions on how to activate the access.