

Non-Member Access

Feature Training

Non-Member Access (NMA)

Introduction -

As a keyholder in an Association/MLS using the Supra system with the Non-Member Access (NMA) feature enabled, they can authorize a non-member to access an iBox BT LE using their Smartphone.

Non-Member Access (NMA) Rules

- **Supra keyholder is liable for non-member**
- **NMA only works with the Bluetooth iBox**
- **Access is granted for 2-72 hours**
- **Bluetooth iBox can be accessed by non-member as many times as necessary in the 2-72 hours**
- **Access must be granted for each Bluetooth iBox individually**
- **Non-member must have a smartphone that is on Supra's certified device list**

Member/Supra Keyholder Process

- **Member Activates Non-Member Access feature in SupraWEB**
 - + One time process
- **Member Grants the Non-Member access to the Bluetooth iBox**
 - + Done each time non-member is given access

Log on to SupraWEB

-1st Time User – Create User ID & Password

Sign In - Windows Internet Explorer provided by CSC for United Technologies Corp

https://ssologin.utcfireandsecurity.com/adfs/ls/?wa=wsignin1.0&wtrealm=https://supraweb.suprakim.com/famweb/Login.mvc&wHR=http://ssologin.utcfireandsecurity.com

File Edit View Favorites Tools Help

Share Browser WebEx

Favorites Sign In

Supra
A UTC Fire & Security Company

Problem accessing our site? Contact us

Manage your profile Register

Login

User ID: *

Password: *

Forgot Password?

Remember User ID

Login

New User Registration

First time user? Please create an account now.

Register

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.

© 2011 UTC Fire & Security | Privacy policy | Terms of Use

Home Page

- Click on SETTINGS

Supra
A UTC Fire & Security Company

Kaye Houk [Log Out]
SupraWEB
Management Website

HOME LISTINGS REPORTS **SETTINGS** SUPPORT

Messages

QUICK LINKS

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

CONNECT WITH US

- Facebook
- Twitter
- ActiveRain

ONLINE ORDERING

Order Supra accessories online!
Click Here

NOW AVAILABLE

- iPhone eKEY
- Android eKEY

Showings Dashboard

Welcome to SupraWEB! This dashboard view contains the showing activity for the date range specified. Change the date range to show more or less information on your Showing Dashboard.

Dashboard Date Range: 10/23/2011 to 10/30/2011 [Change](#)
Showing Count: 9 **Feedback Count:** 1 [Feedback Reminders](#)

DateTime	ListingID	Address	ShowingAgent	Actions
10/28/2011 11:20am	654321	4001 Fairview Industrial Dr. Se Salem or 97302	Traci Anderson traci.anderson@fs.utc.com (503)921-7665 Anderson's Realty	
10/28/2011 11:15am			Cindy Quarles cynthia.quarles@fs.utc.com (503)589-8641 Blackstone Realty (503)581-9101	
10/28/2011 11:02am	1234567	1234 Main St. Cleveland OH 44040	Thomas H. Hill tom.hill@fs.utc.com (503)555-6633 Antrican Zone (503)581-9101	
10/27/2011 5:10pm	654321	4001 Fairview Industrial Dr. Se Salem or 97302	Thomas H. Hill tom.hill@fs.utc.com (503)555-6633 Antrican Zone (503)581-9101	
10/27/2011 5:04pm			Cindy Quarles cynthia.quarles@fs.utc.com (503)589-8641 Blackstone Realty (503)581-9101	
10/27/2011 4:55pm	1234567	1234 Main St. Cleveland OH 44040	Thomas H. Hill tom.hill@fs.utc.com (503)555-6633	

Trusted sites 100%

Member Process



Greg Russell [Log Out]
SupraWEB
Management Website

HOME

LISTINGS

REPORTS

SETTINGS

BILLING

SUPPORT

QUICK LINKS

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

Account Settings

User Information

Name: Greg Russell
Email: Not Available
Board: West Michigan Lakeshore AOR
Login: [Update Login Settings](#)

Key Information

Serial #: 5064418
Type: eKEY Professional
Description: Not Available
Version: Not Available

General Settings

- › General Email
- › Scheduled Email
- › Showing Dashboard
- › eKEY Showings
- › Non-Member Access



Member Process



Greg Russell [Log Out]
SupraWEB
Management Website

- HOME
- LISTINGS
- REPORTS
- SETTINGS**
- BILLING
- SUPPORT

- QUICK LINKS**
- › Update Code
 - › Identify Keyholder
 - › Authorization Code
 - › Change PIN
 - › Market Area
 - › Add Keybox
 - › Assign Listing ▾

Email Print

Non Member Access Information

Customer: Greg Russell
Supra Customer Number: 2043606
Agent ID: supra_greg
Serial #: 5064418
Key Type: EKey
Date: 6/21/2012

Details

Non-Member Access Options

Enable Non-Member Access



Member Process

- **Grant Non-Member Access — LISTINGS > Keyboxes**
 - + Select the Grant Non-Member access icon

Supra
A UTC Fire & Security Company

Cindy Smith [Log Out]
SupraWEB
Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

QUICK LINKS
› Listings
› Keyboxes

ACTIONS
› Add Keybox

Customer Search

Listing Inventory
3 Listings - Print Report

MLS # ▲	Keybox # ◆	Office Name ◆	Address ◆	Actions
10924501	31231982		324 49th Street	
1105949	31231988		100 Kelly Avenue West	
1113219	31272045		102 Pear Ave	

1/1
Listings Per Page: 3

Legend Showing Activity Email Showing Agents Grant Non-Member Access

Member Process



Greg Russell [Log Out]
SupraWEB
Management Website

HOME

LISTINGS

REPORTS

SETTINGS

BILLING

SUPPORT

QUICK LINKS

- › Update Code
- › Identify Keyholder
- › View Granted Access
- › Authorization Code
- › Change PIN
- › Market Area
- › Add Keybox
- › Assign Listing ▾

Grant Non-Member Access

Specify Access Details

MLS #: test1

Keybox Serial Number: 30000747

Listing Address:

Non-Member Mobile Phone Number: *

Text is sent to non-member's smartphone

An invitation to register as a non-member will be sent when the Submit button is clicked to 7137675678.

Start Access Time

Start Date Start Time : All Day

End Access Time

End Date End Time :

Notes for the Non-Member:

Access Hours:
24 hour access

Submit

Back



Member Process

Non-member already registered

QUICK LINKS

- Update Code
- Identify Keyholder
- View Granted Access
- Authorization Code
- Change PIN
- Add Keybox

Customer Search

Grant Non-Member Access

Specify Access Details

MLS #: 0924501
Keybox Serial Number: 51231982
Listing Address: 324 49th Street Newport, PA 23607

Non-Member Mobile Phone Number: *

Name: Traci Anderson
Email: traci.anderson@fs.utc.com
Industry Role: Cleaning Services
Industry Id: 71031341
Company Name: Merry Maids
Company Address: 541 5th St
Salem OR 97302

Start Access Time
Start Date Start Time : All Day

End Access Time
End Date End Time :

Notes for the Non-Member:

Access Hours:
Mon - Fri: 8:00 AM - 10:00 PM
Saturday: 8:00 AM - 10:00 PM
Sunday: 8:00 AM - 10:00 PM

Terms and Conditions
 I have read, and accept the above Terms and Conditions.

Text is sent to non-member's smartphone

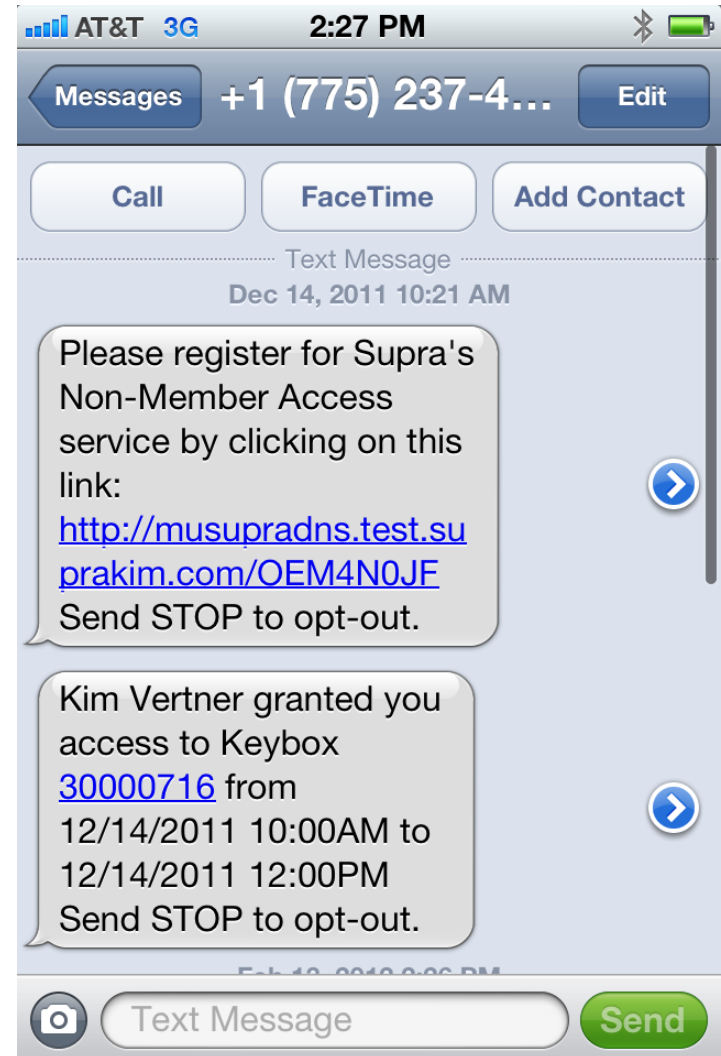
Once non-member has registered this information displays

Non-Member Process

- **Once Non-Member receives text invitation from a member:**
 1. Download eKEY app
 2. Accept Terms & Conditions
 3. Fill out Registration
 4. Enter eKEY authorization code

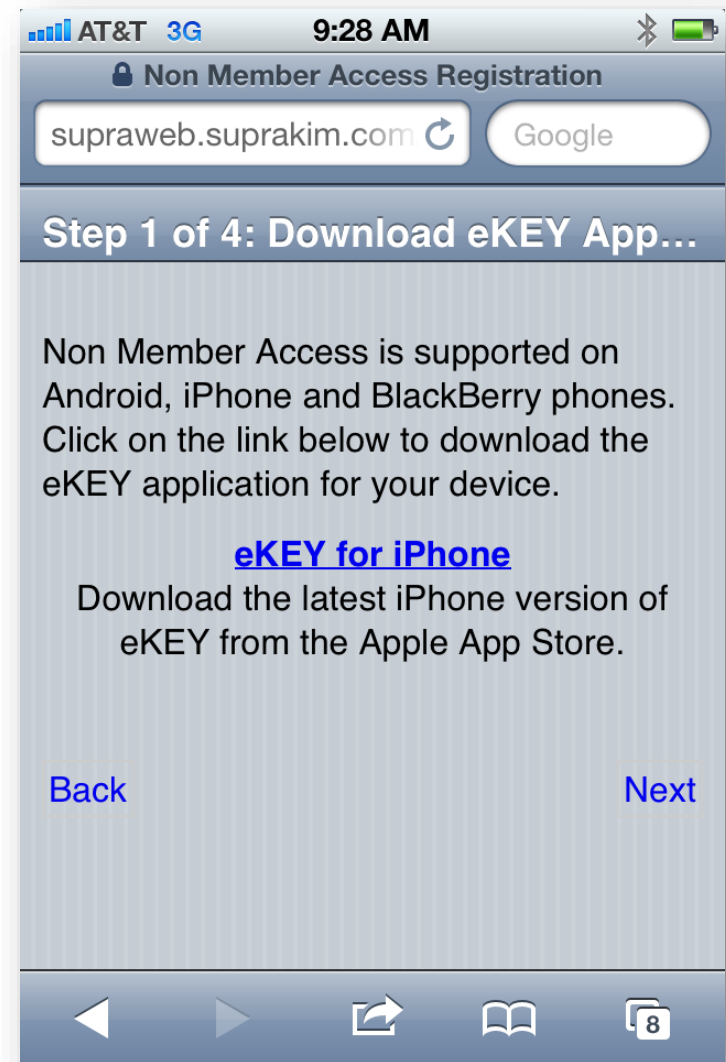
Non-Member Process

- Non-Member initially receives text with invitation to register for Non-Member Access
- Will also receive text each time access to a keybox is granted
- Click on link to get started



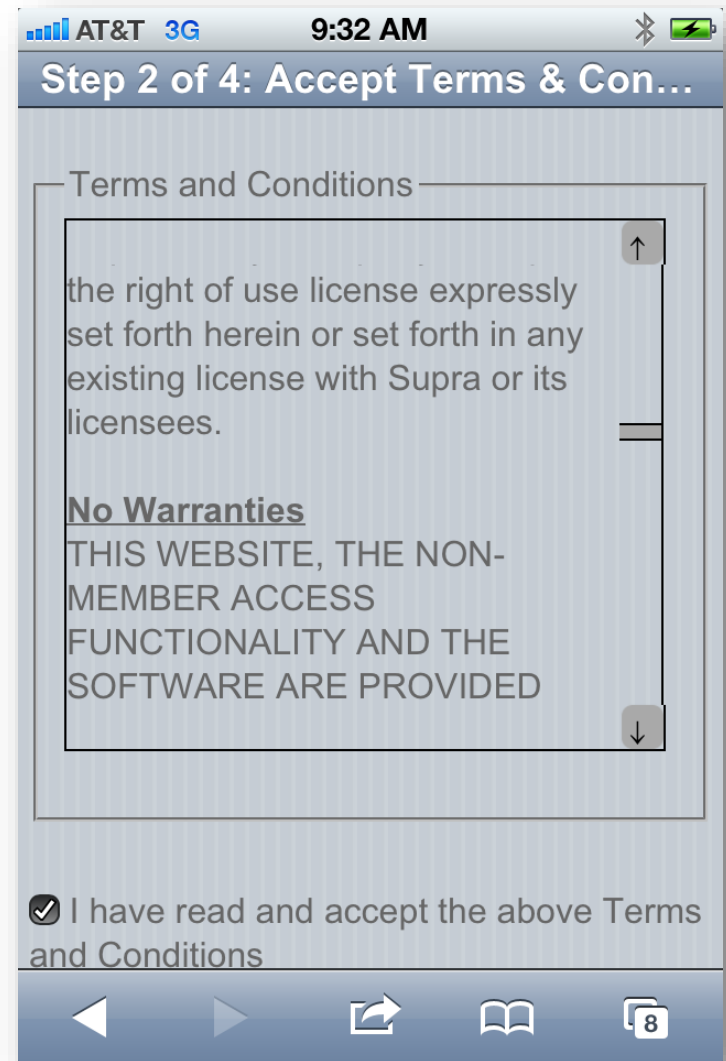
Non-Member Process

- Download application



Non-Member Process

- Accept Terms & Conditions



Non-Member Process

Fill out Account Information

- + Choose 4-digit PIN
- + Enter Industry ID
- + Select Industry role
- + Company info

AT&T 3G 9:33 AM

Step 3 of 4: Provide Account Inf...

We need the following information to create your account.
[Why is this information required?](#)

Account Details

Inviting Member:

Mobile Number: *

Email Address: *

PIN Code: *
(Select a 4 digit numeric PIN)

First Name: *

Last Name: *

Industry ID: *

Industry Role:

Other:

Navigation icons: back, forward, refresh, home, app drawer (8)

AT&T 3G 9:34 AM

Notes:

Company Information

Name: *

Address1:

Address2:

City:

State:

Country:

Postal Code:

Phone: *

Back Next

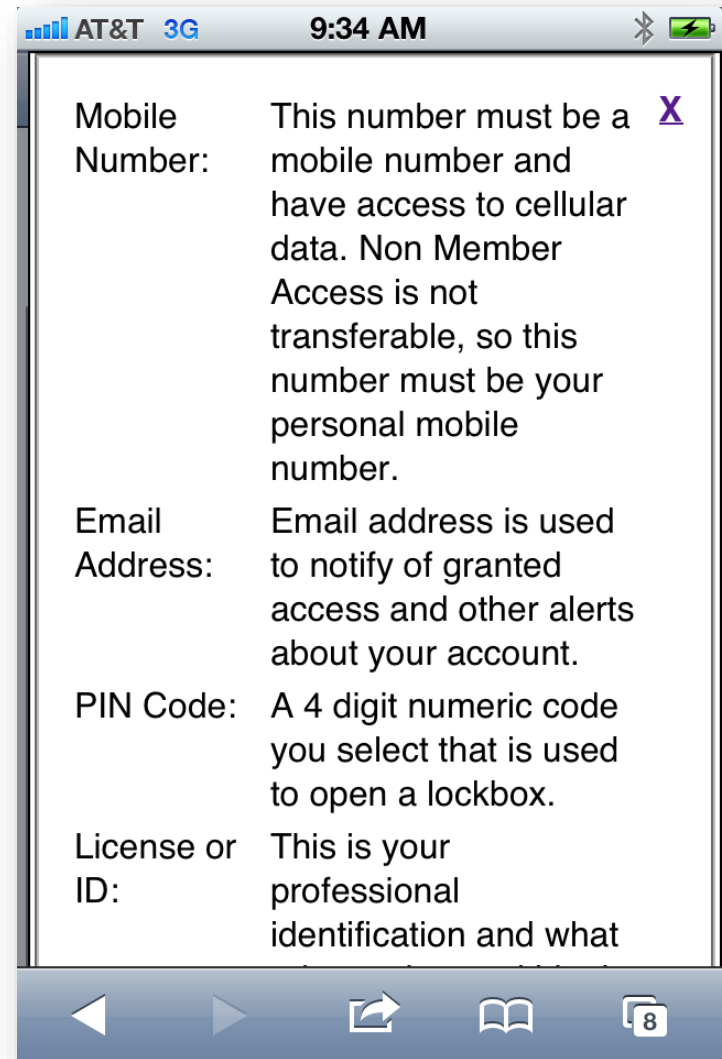
© 2011 UTC Fire and Security. All rights reserved
[Privacy Policy](#) - [Website Terms and Conditions](#)

Navigation icons: back, forward, refresh, home, app drawer (8)

Non-Member Process

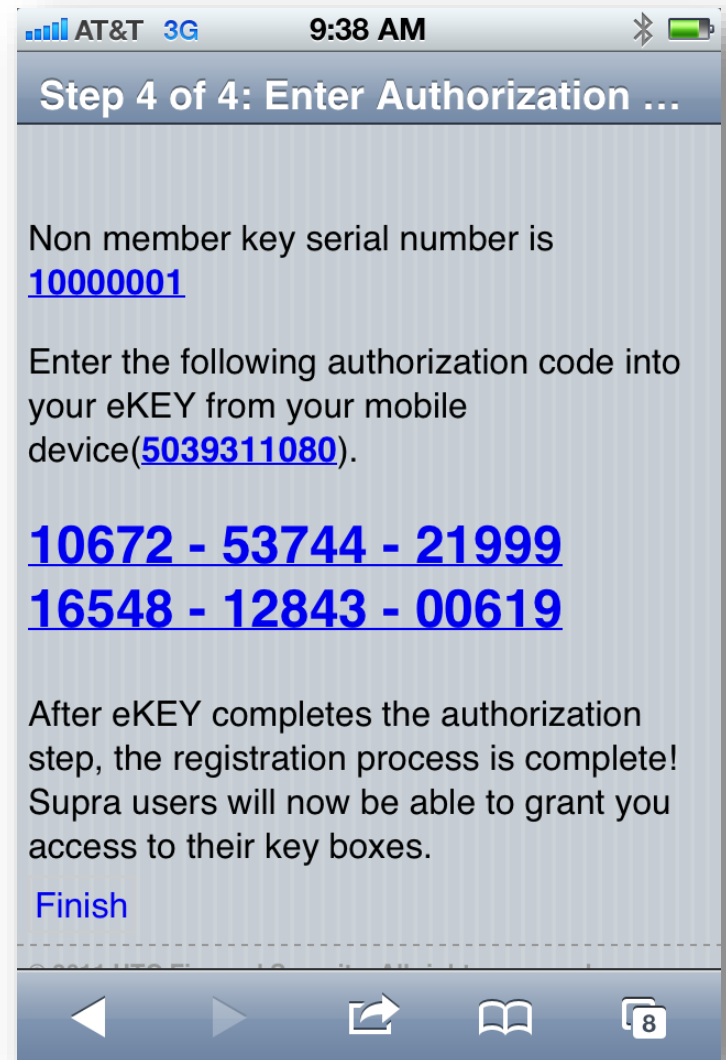
- **Help information**

- + Click on [Why is this information required?](#)



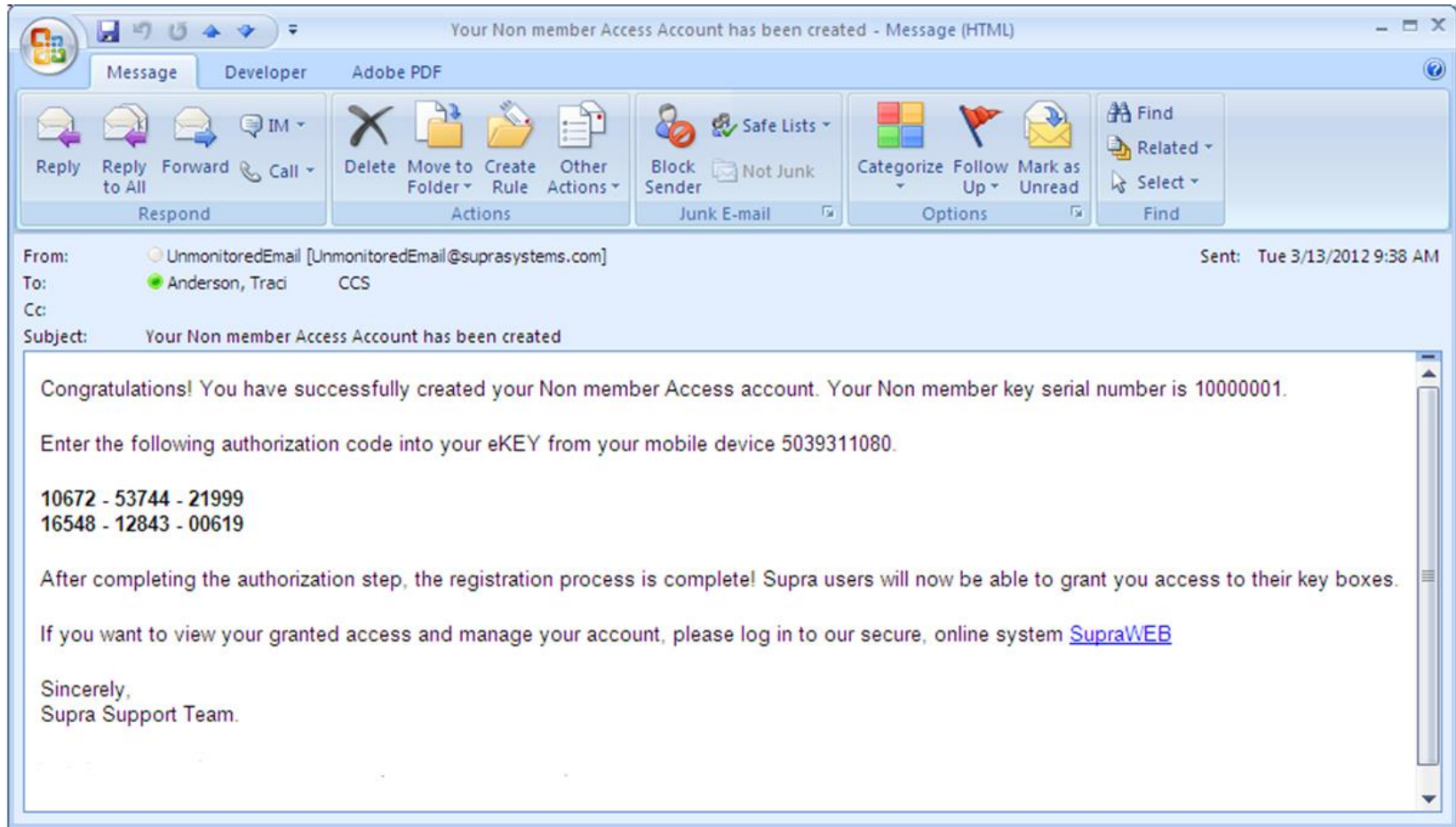
Non-Member Process

- **Enter authorization code**
 - + Activate eKEY app
 - + Authorization code also sent to non-member in an email and text



Non-Member SupraWEB

- **SupraWEB access via email**



The screenshot shows an email client window with the following details:

- Title Bar:** Your Non member Access Account has been created - Message (HTML)
- Message Header:**
 - From:** UnmonitoredEmail [UnmonitoredEmail@suprasystems.com]
 - To:** Anderson, Traci CCS
 - Cc:**
 - Subject:** Your Non member Access Account has been created
 - Sent:** Tue 3/13/2012 9:38 AM
- Message Body:**

Congratulations! You have successfully created your Non member Access account. Your Non member key serial number is 10000001.

Enter the following authorization code into your eKEY from your mobile device 5039311080.

10672 - 53744 - 21999
16548 - 12843 - 00619

After completing the authorization step, the registration process is complete! Supra users will now be able to grant you access to their key boxes.

If you want to view your granted access and manage your account, please log in to our secure, online system [SupraWEB](#)

Sincerely,
Supra Support Team.

Non-Member Process

- **eKEY App**
 - + Scaled down version of member eKEY app






Non-Member SupraWEB

- **Granted Access tab**
- **Access History**

Non-Member SupraWEB

- Log in with Key serial # and PIN



Welcome to SupraWEB Non Member Access!

Please enter your key serial number and PIN.
(Your key serial number can be found in the eKEY application by selecting About.)

Key Serial Number:

PIN:

Non-Member SupraWEB

- **Granted Access tab**
- **Access History**
- **Account Settings**

The screenshot displays the SupraWEB Management Website interface. At the top right, the user is identified as Traci Anderson with options to Log Out. The Supra logo is on the top left, and the website title 'SupraWEB Management Website' is on the top right. Below the header, there are three tabs: GRANTED ACCESS, ACCESS HISTORY, and ACCOUNT SETTINGS. The GRANTED ACCESS tab is active. On the left side, there is a 'QUICK LINKS' menu with options for Authorization Code, Change PIN, and NMA User Guide. The main content area shows a table titled 'Granted Access' with the following data:

Keybox Serial#	Start Access Time	End Access Time	Status	Action
30052138	3/13/2012 1:00:00 AM	3/16/2012 1:00:00 AM	Active	

Below the table, there are navigation controls including a page indicator '1/1', a 'Records Per Page' dropdown menu set to '10', and several circular icons for navigation.

Questions?