Non-Member Access

Feature Training

Supra
United Technologies

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**

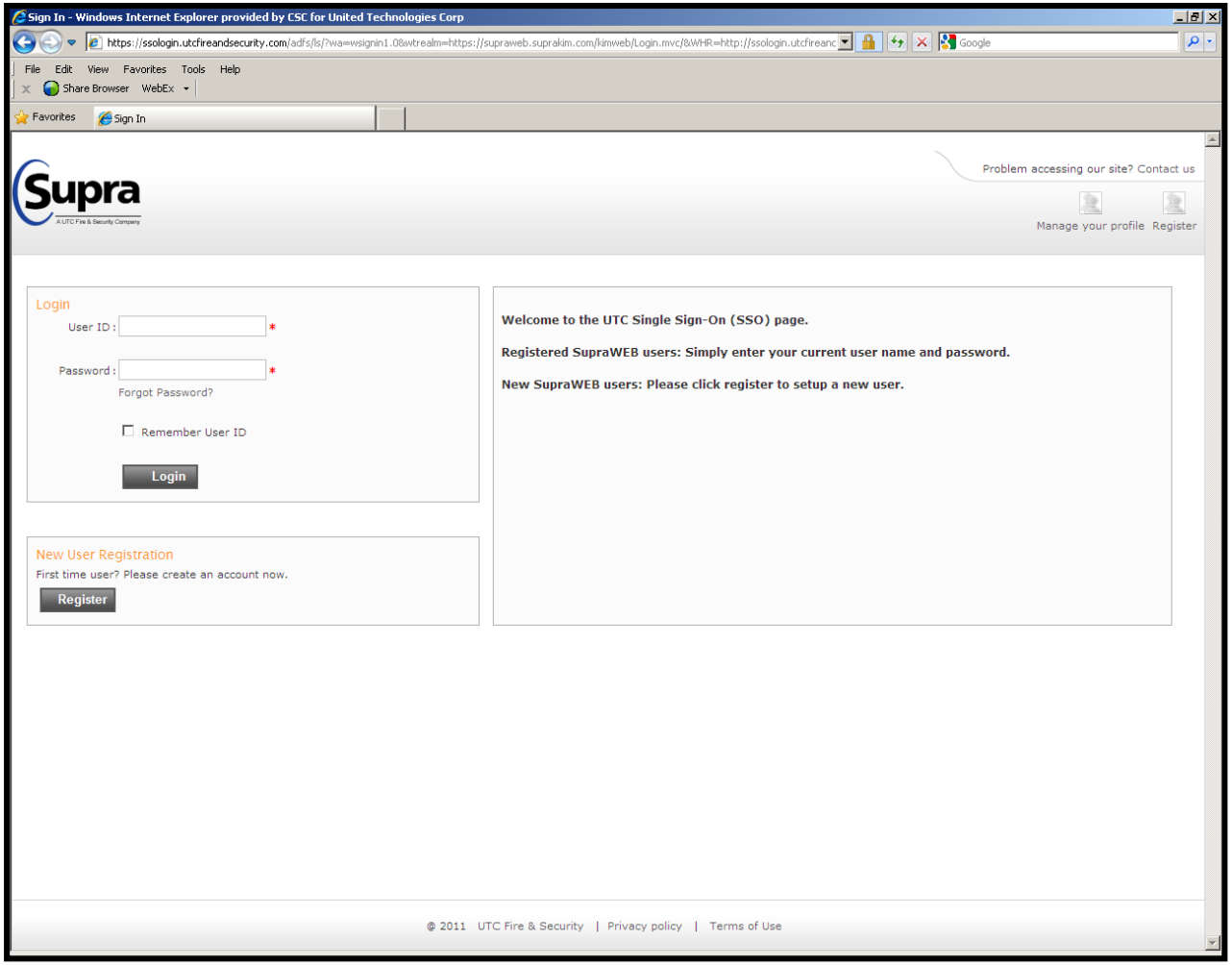
Supra
United Technologies

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

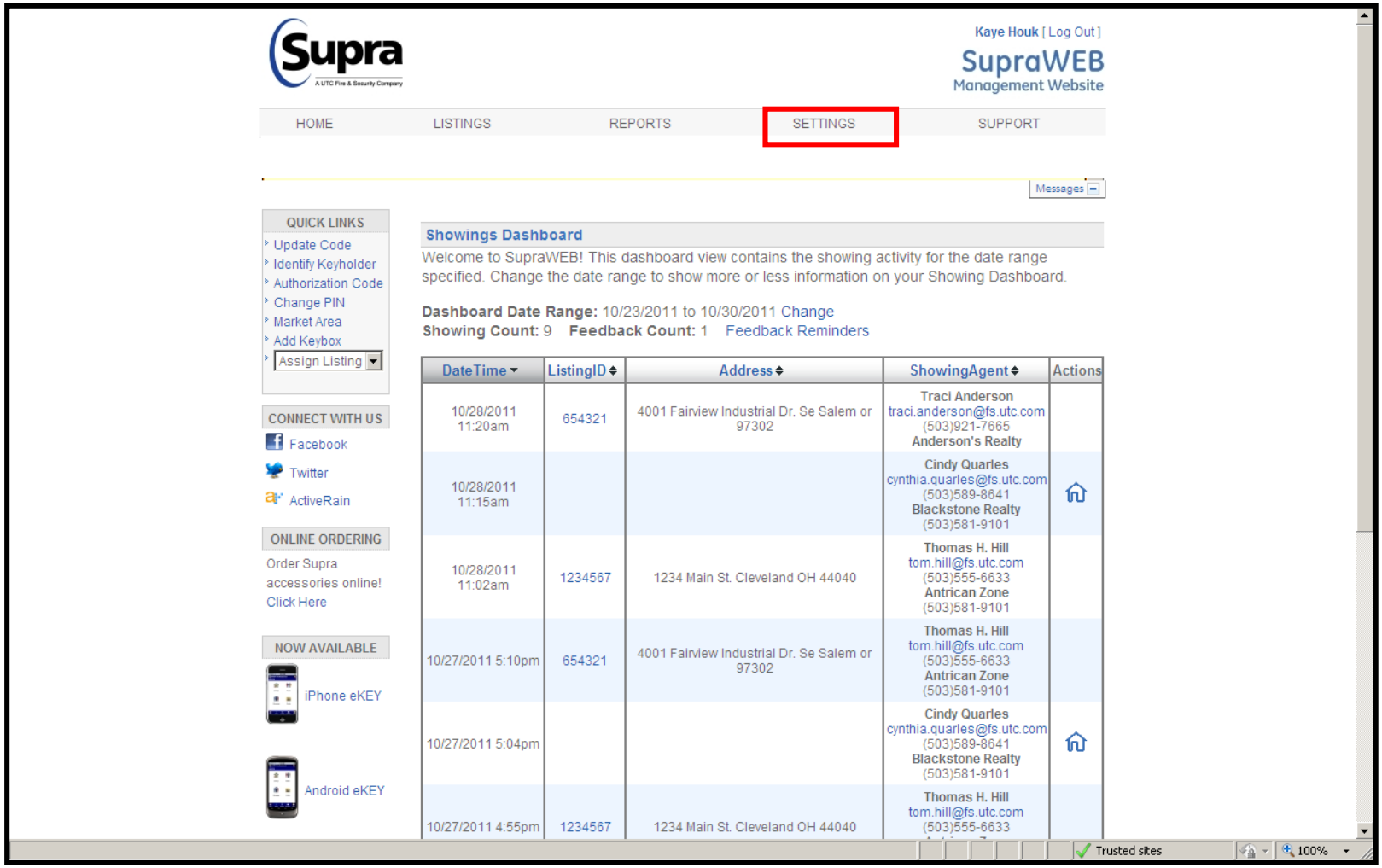
Supra
United Technologies

Log on to SupraWEB
-1st Time User – Create User ID & Password



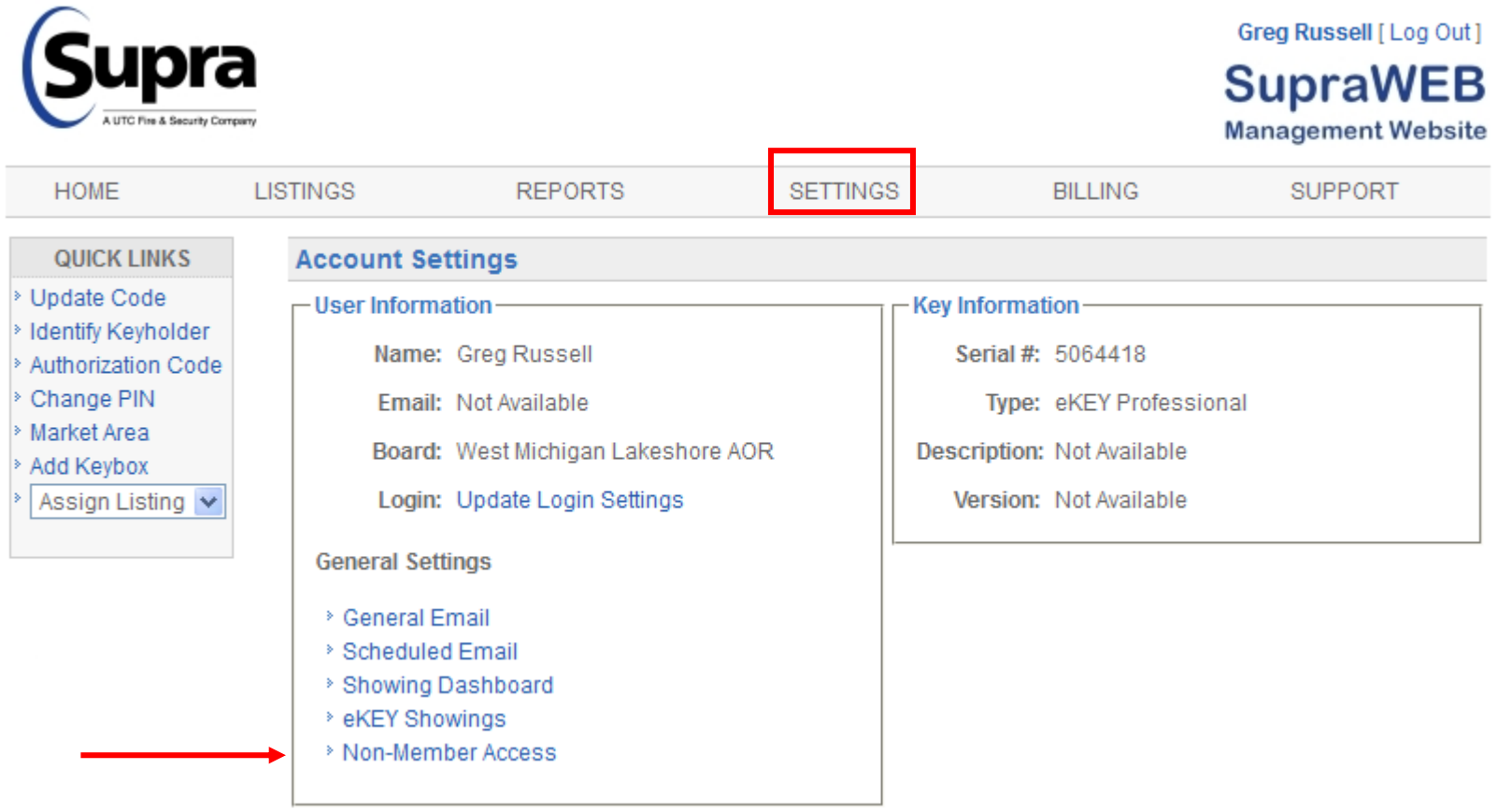
Supra
United Technologies

Home Page
- Click on SETTINGS



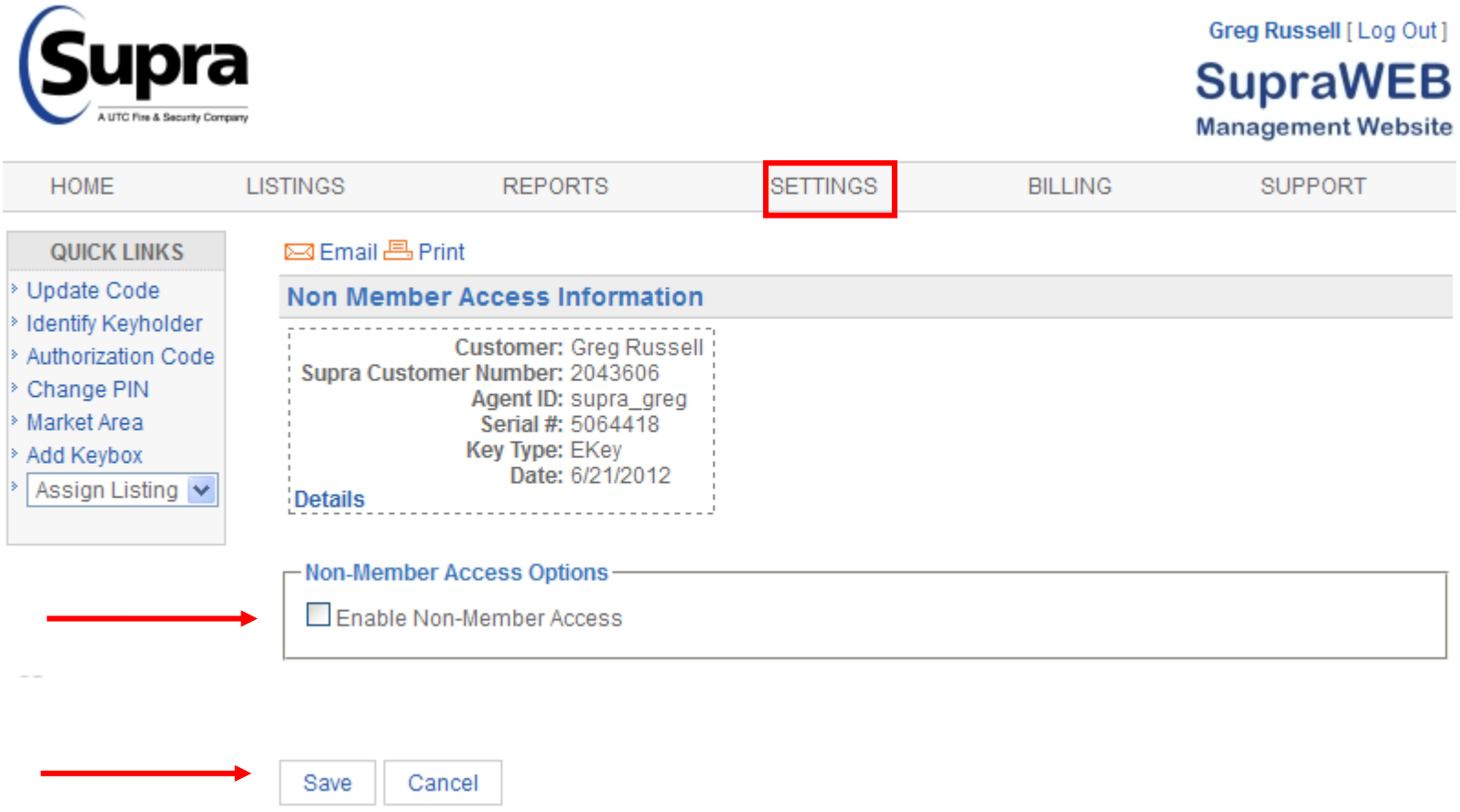
Supra
United Technologies

Member Process



Supra
United Technologies

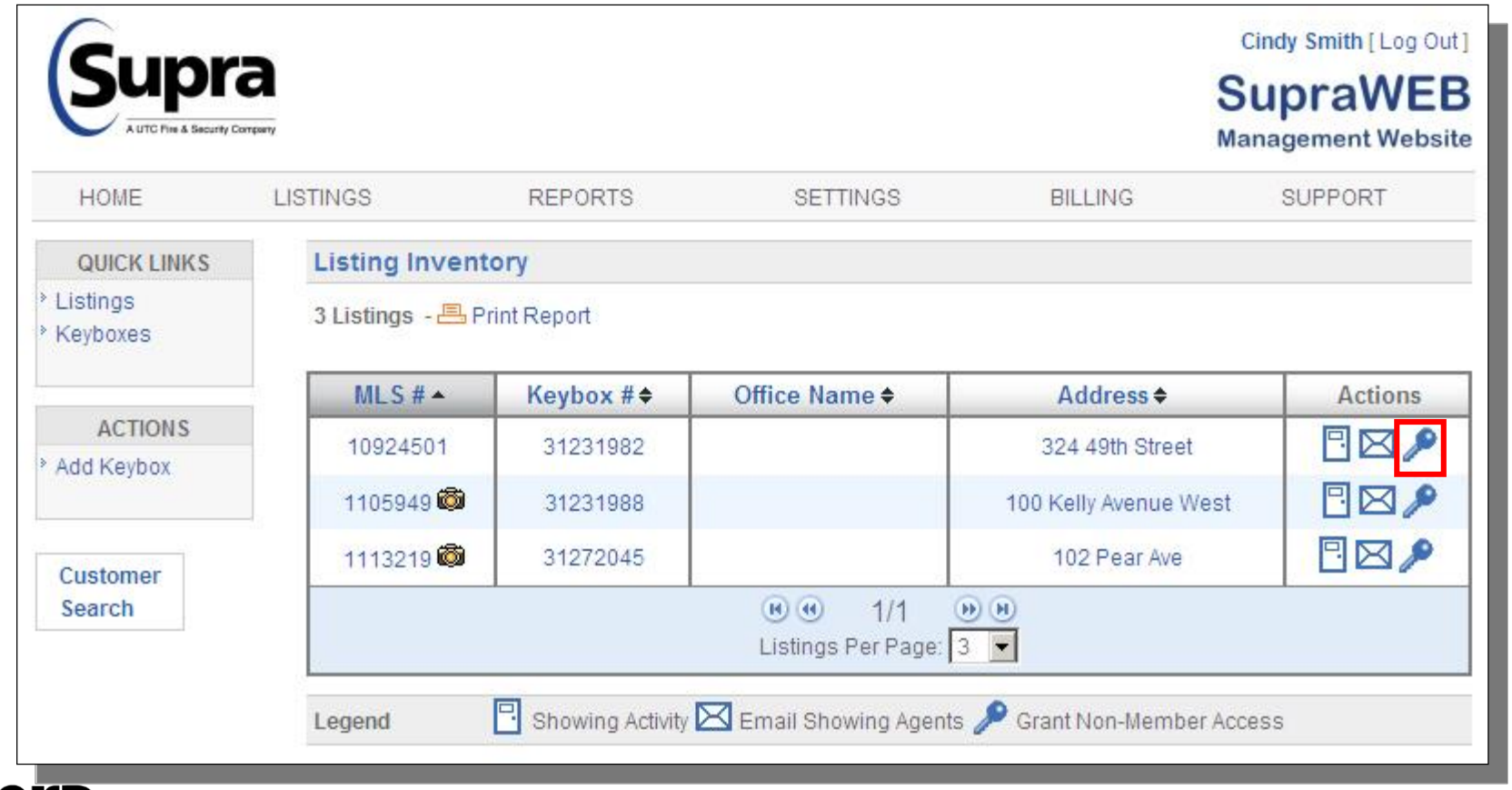
Member Process



Supra
United Technologies

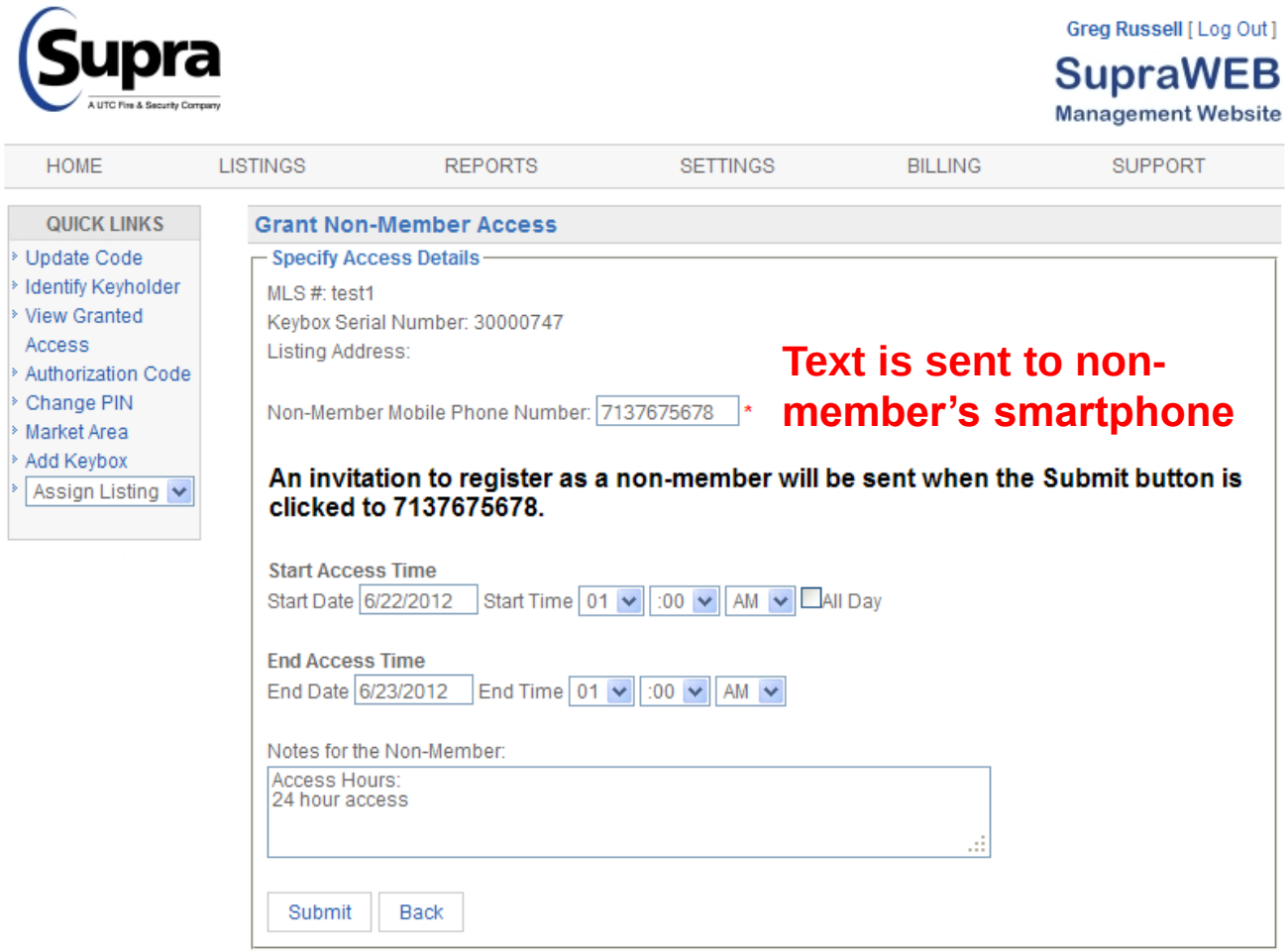
Member Process

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



Supra
United Technologies

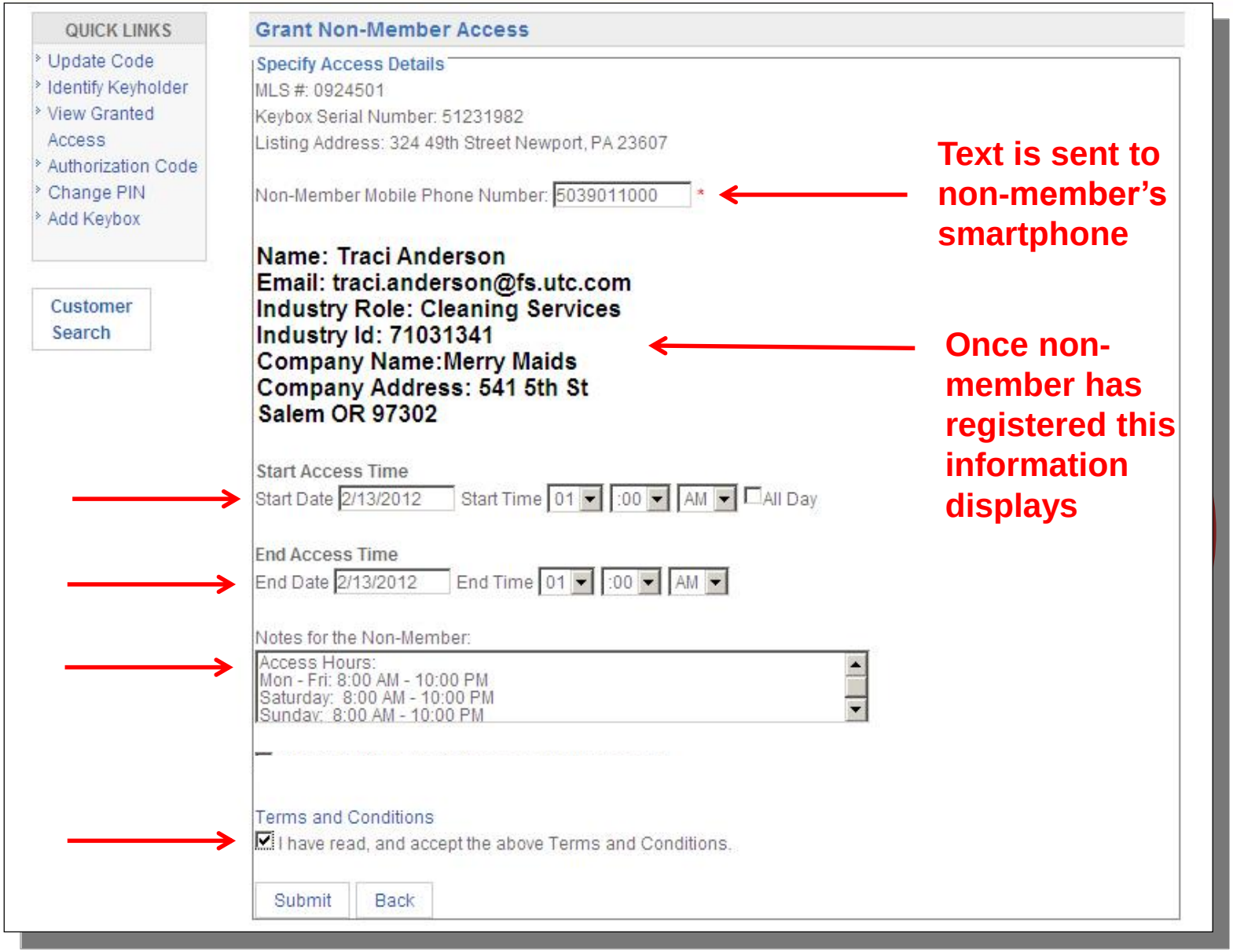
Member Process



Supra
United Technologies

Member Process

Non-member already registered

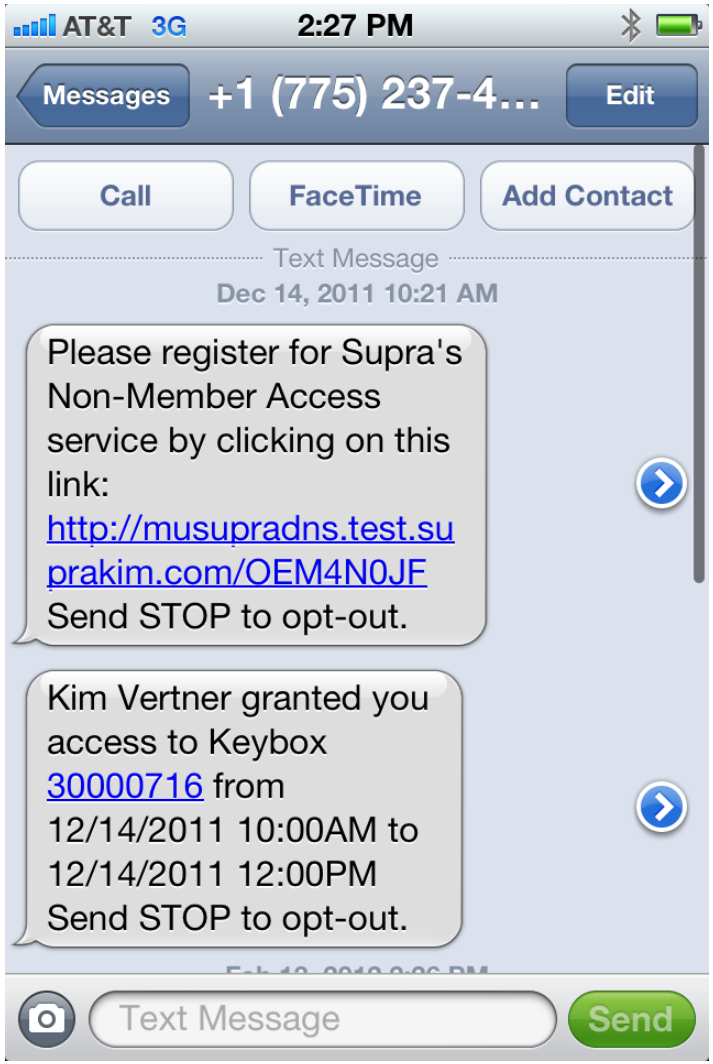


Non-Member Process

- **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

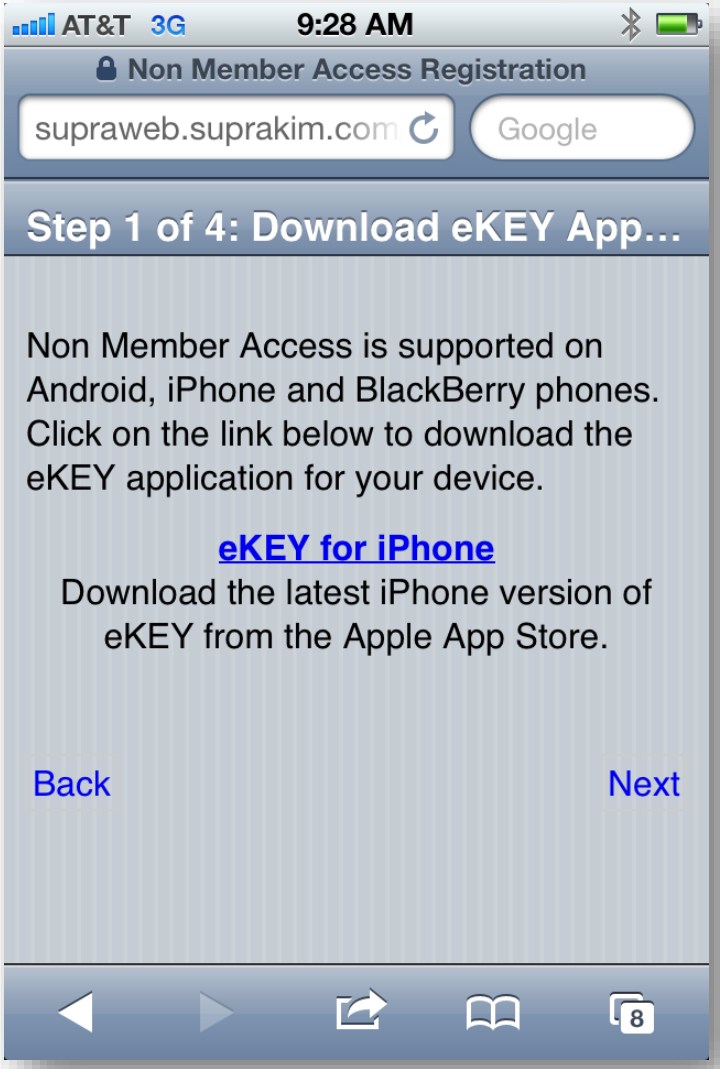
Non-Member Process

- **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**



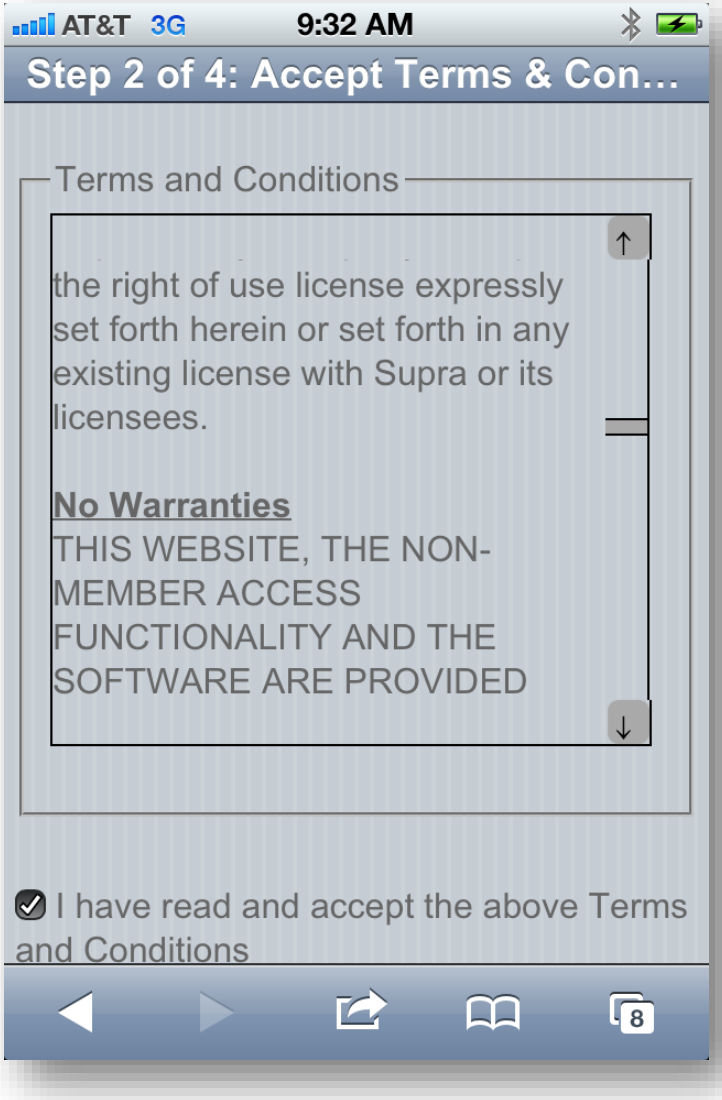
Non-Member Process

- **Download application**



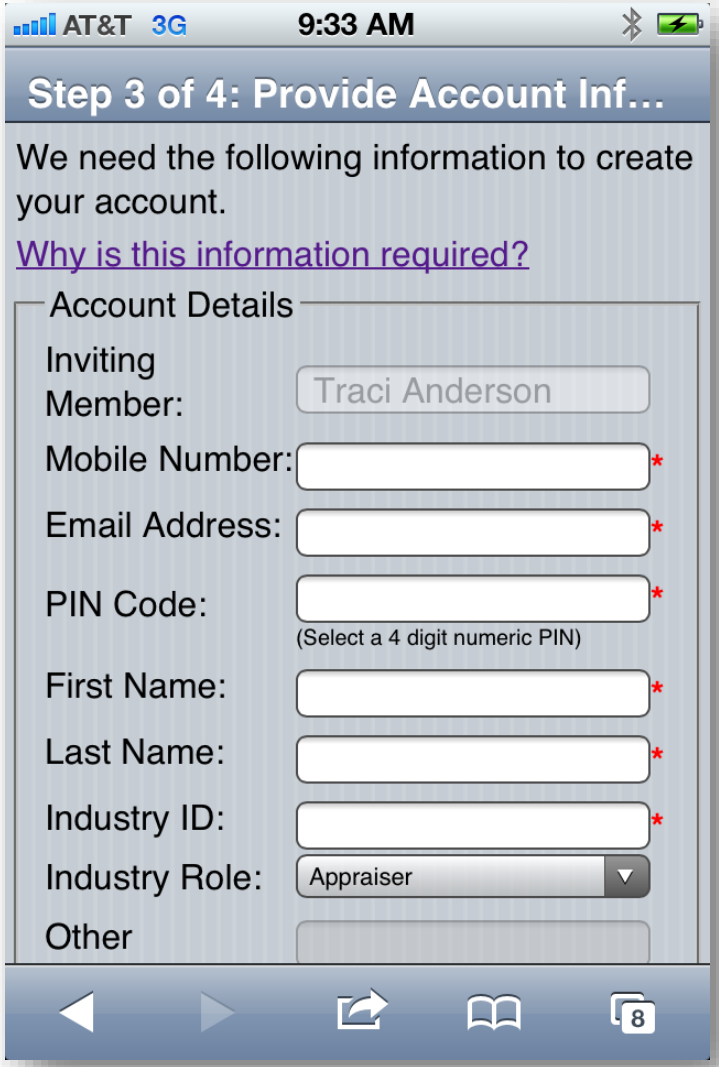
Non-Member Process

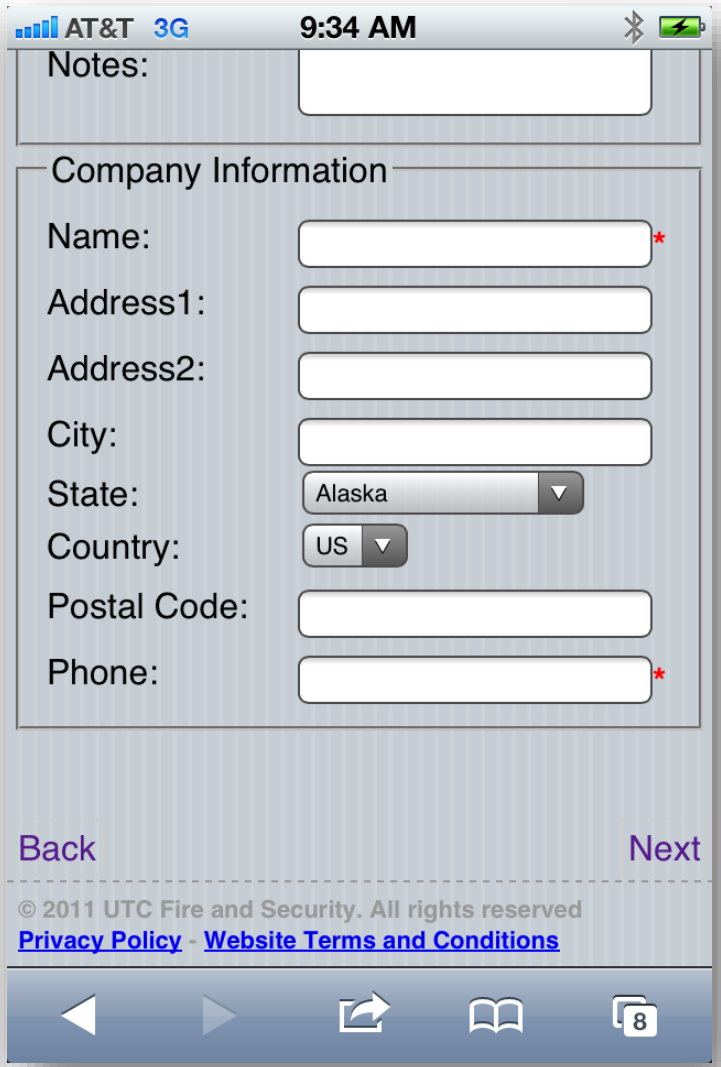
- **Accept Terms & Conditions**



Non-Member Process

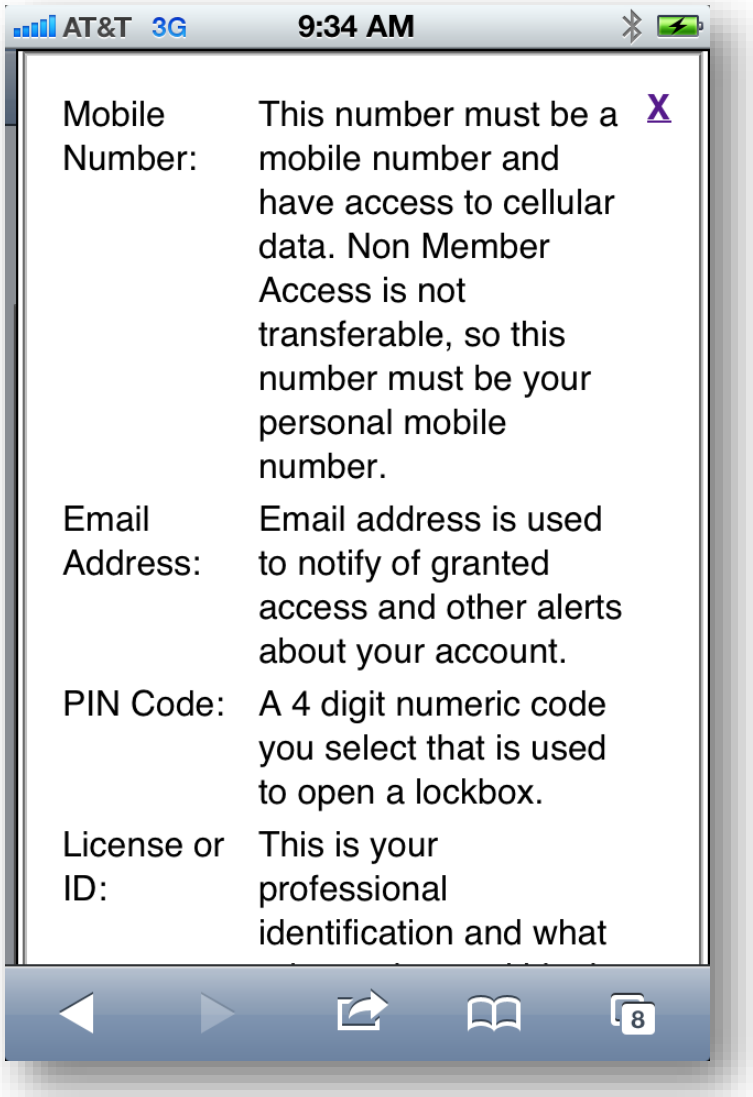
- **Fill out Account Information**
  - + Choose 4-digit PIN
  - + Enter Industry ID
  - + Select Industry role
  - + Company info





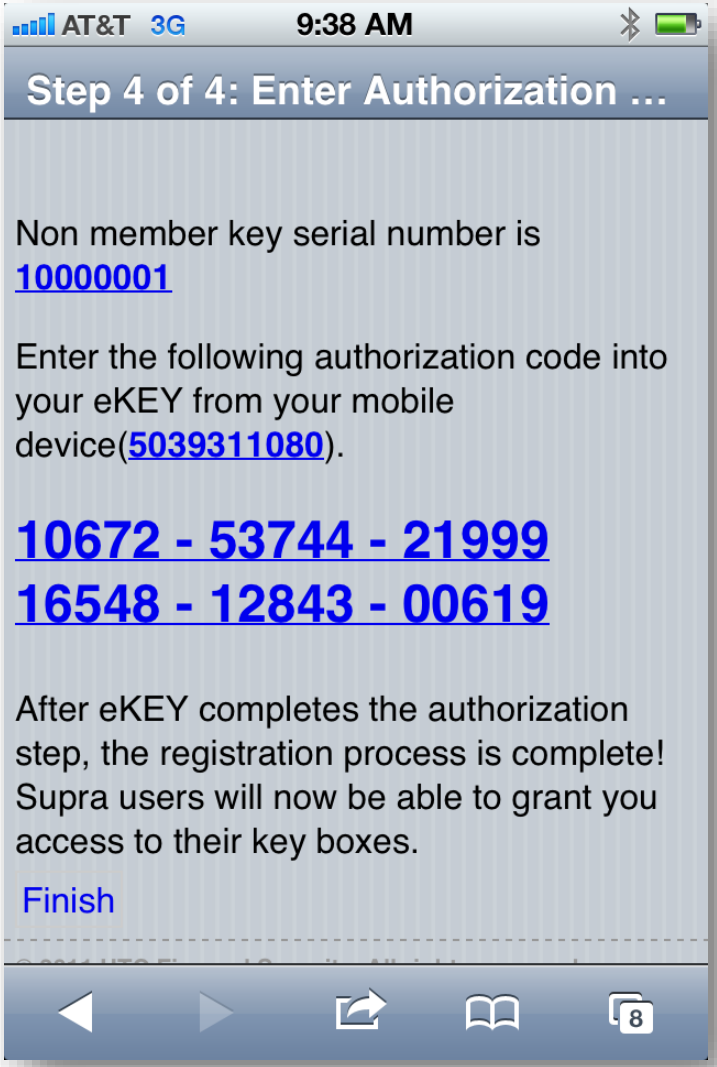
Non-Member Process

- **Help information**
  - Click on Why is this information required?



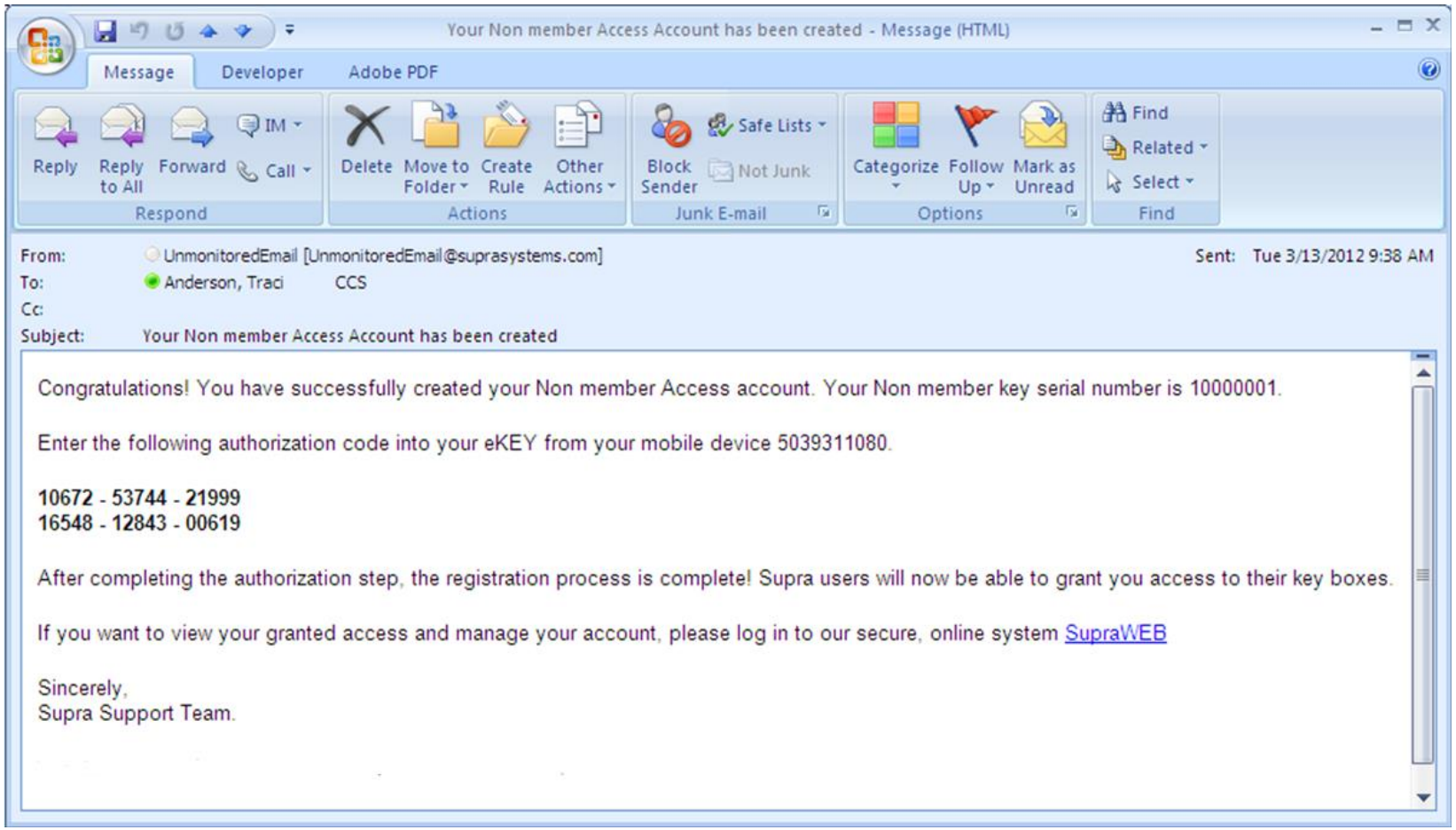
Non-Member Process

- **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**



Non-Member Process

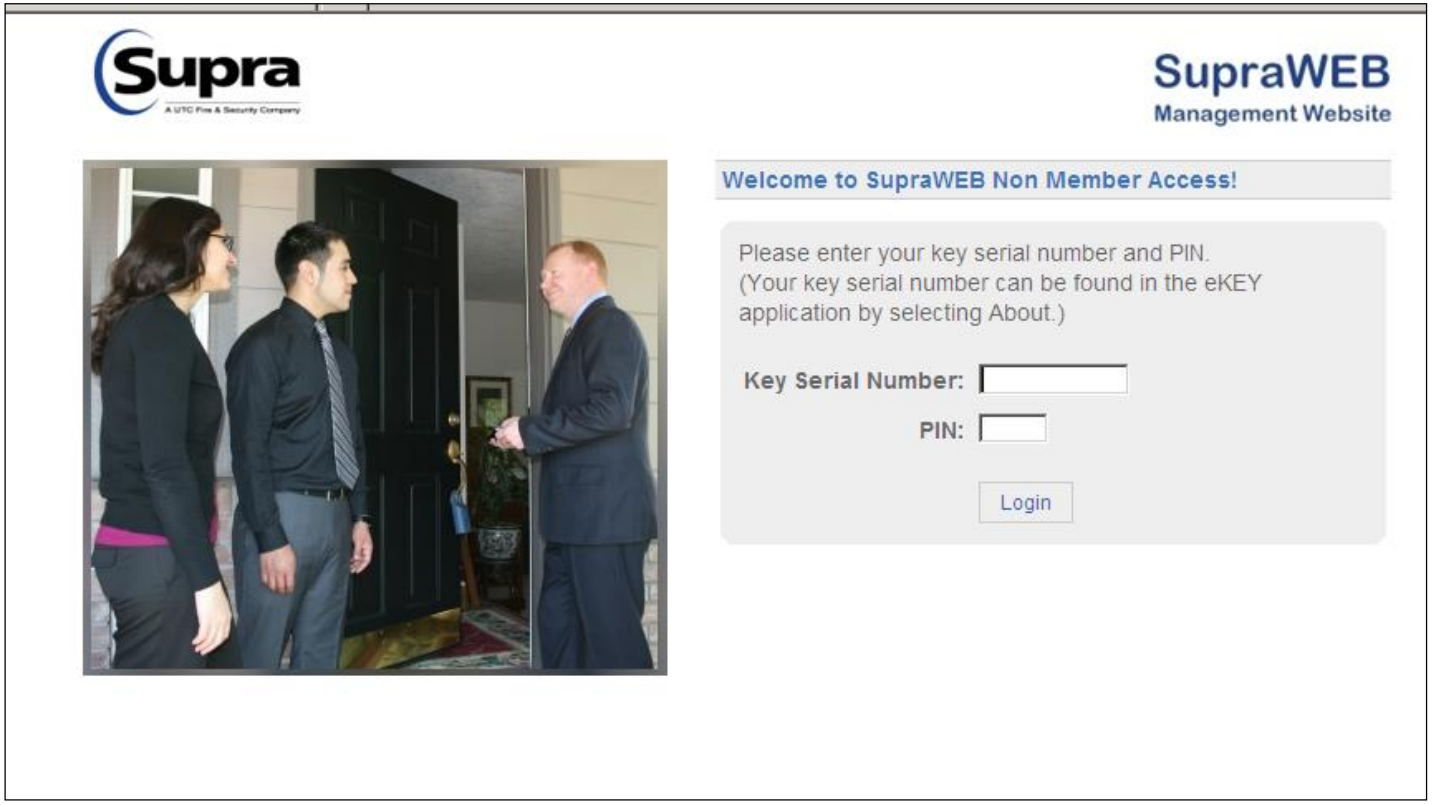
- **eKEY App**
  - Scaled down version of member eKEY app

Non-Member SupraWEB

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

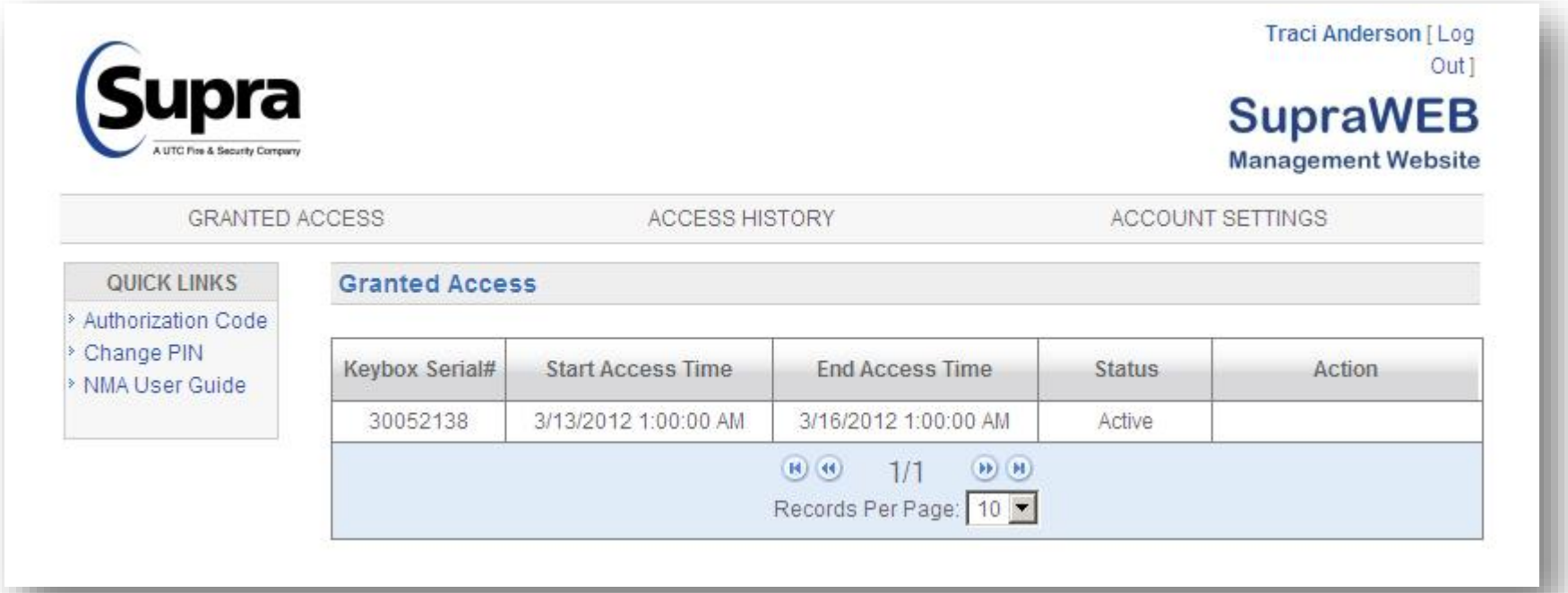
Non-Member SupraWEB

- **Log in with Key serial # and PIN**



Non-Member SupraWEB

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



Supra
United Technologies

Supra
United Technologies