

RANW MLS WIREX One-Day Code

1. Login to SupraWEB [HERE](#).
 - a. If you have never signed in to SupraWEB before, register as new user. Directions [HERE](#).
If you **HAVE NOT** done this before, start with Step 2.
If you **HAVE** done this before, start with Step 4.

2. Click Settings and Non-Member Access.

Supra
A UTC Fire & Security Company

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

Non-Member Access Options
 Enable Non-Member Access

Save Cancel

3. Click the box to Enable Non-Member Access and Save.

Non-Member Access Options
 Enable Non-Member Access

Save Cancel

4. Select Listings and select the key icon next to the property you need the code for. **Lockboxes MUST be assigned to a listing.** Learn how [HERE](#).

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

5. Enter in the Non-Member Phone Number. See who you can give a code to [HERE](#).
6. Edit the Access Start and End Time and add any notes you would like the non-member to see.
7. Submit. This will send an invitation to the non-member.

Grant Non-Member Access

Specify Access Details

MLS #: test1
 Keybox Serial Number: 30000747
 Listing Address:

Non-Member Mobile Phone Number: 7137675678

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: 6/22/2012 Start Time: 01:00 AM All Day

End Access Time
 End Date: 6/23/2012 End Time: 01:00 AM

Notes for the Non-Member:
 Access Hours:
 24 hour access

Submit Back

→ What is looks like for the non-member:



Steps for non-member:

1. Click on link in text from RANW MLS agent.
2. Download the app by clicking on the link.
3. Click on the box to accept the terms and conditions.
4. Choose 4-digit pin, fill out registration and click Next.
5. Authorization code is given on next screen **and** emailed to non-member.
6. Non-member must input this authorization code into eKEY app on phone by clicking Activate eKEY and entering the code.
7. Remind the non-member to remember their pin. RANW MLS does not have access to non-member pins.