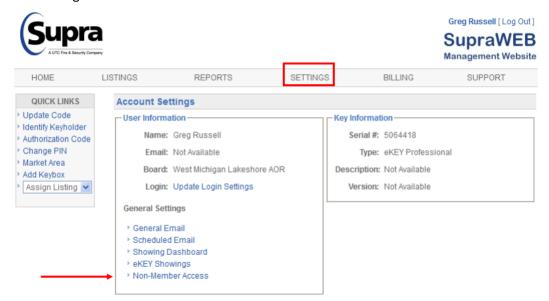
RANW MLS WIREX One-Day Code

- 1. Login to SupraWEB HERE.
 - **a.** If you have never signed in to SupraWEB before, register as new user. Directions <u>HERE.</u>

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.



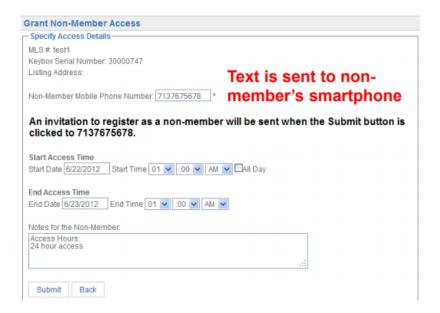
3. Click the box to Enable Non-Member Access and Save.



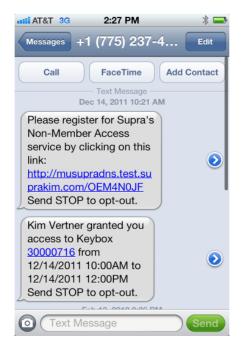
4. Select Listings and select the key icon next to the property you need the code for. **Lockboxes MUST be assigned to a listing.** Learn how <u>HERE</u>.



- **5.** Enter in the Non-Member Phone Number. See who you can give a code to <u>HERE.</u>
- 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.



► 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.