



## How to Grant Single Access as the Listing Agent:

1. Select "My Lockboxes" in the Supra app.
2. Select which key box you wish to grant access to (this is where making sure you have your lockbox assigned to the property it is located at will be needed).
3. Select the third option "Grant Managed Access".
4. You will be prompted to accept End Users License Agreement (this is one-time only).
5. Select "Grant Managed Access".
6. Enter the buyer's agents phone number (no dashes required).
7. Select "Check Eligibility" (this will verify that they are eligible for the access they are requesting).
8. Choose the date and time you would like them to have access. There is a minimum of 30 minutes and a maximum of 72 hours.
9. Add notes/ special instructions for entering the property. The buyer's agent will receive a separate text with those instructions.

## How to Accept Single Access as the Buyer's Agent:

1. Receive a text invitation.
2. Register and enter credit card information (agent must remember pin code they chose as they will need that to obtain the key).
3. Receive a second text with authorization code and EULA privacy notice.
4. Must accept privacy notice.
5. Once registered for the app, the agent will have "My Invitations" and "Obtain Key" options.