

SupraWEB Login for Real Estate Agents



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Overview

SupraWEB is the agent website. With SupraWEB you can perform several functions from your computer or mobile device. The functions that are displayed in SupraWEB depend on the type of electronic key, key service, device choice, and features chosen by the association/MLS.

 Identify keyholder names by key serial number Manage keybox inventory and listing information View, email, and schedule activity reports Set up showing notifications Your key, see the key user manual on <u>www.supraekey.com</u>. Below ar some examples of key specific SupraWEB functions. Set up your market area (eKEY Professional users) Change your PIN code (eKEY and XpressKEY users) Obtain an authorization code to install the eKEY software (eKE users) 	Things you can do	Key-specific activities on SupraWEB
 View and send showing feedback Manage your bill Manage your bill Manage alerts, if this feature activated (<i>ActiveKEY and XpressKE users</i>) Keybox Assistant (<i>eKEY and XpressKEY users</i>) 	 Identify keyholder names by key serial number Manage keybox inventory and listing information View, email, and schedule activity reports Set up showing notifications View and send showing feedback 	 Set up your market area (<i>eKEY Professional users</i>) Change your PIN code (<i>eKEY and XpressKEY users</i>) Obtain an authorization code to install the eKEY software (<i>eKEY users</i>) Manage alerts, if this feature activated (<i>ActiveKEY and XpressKEY users</i>)

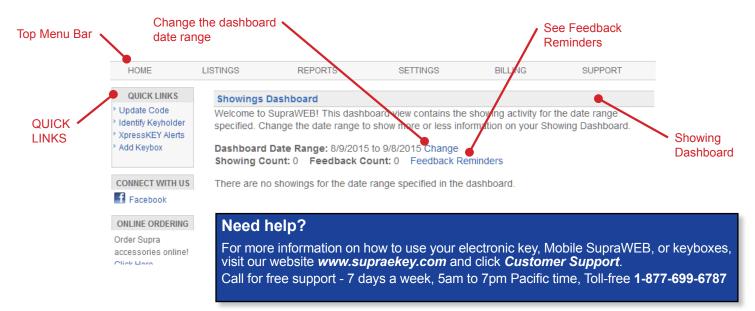
Login to SupraWEB

To log into SupraWEB, a key must be assigned to you first. This first time login requires the user ID and password, key serial number, PIN, and choosing the board/association from the list.

Steps	
1. Go to <u>www.supraekey.com</u> .	Key Serial Number:
2. Click SupraWEB Login for Real Estate Agents.	PIN:
Note : Click Register on the home page to sign up for a Single Sign On (SSO) user ID and password.	Association/MLS: 45-Daiko Sangyo
3. Enter your user ID and password and select Login .	

SupraWEB Home Page

In SupraWEB, the *Showings Dashboard* displays the showing activity at your listings (keyboxes in your inventory) for the date range specified. The showing data is available for the last six (6) months. Boards can opt-in to features, which determine what is available to view in SupraWEB. The top menu bar links to feature pages. The *QUICK LINKS* are frequently accessed actions. In the *Showings Dashboard*, click on any of the headings with arrows to sort the information.



Home Page Quick Links

QUICK LINKS section on the home page shows the most common tasks used on SupraWEB. Options that are available depend on the type of key.

QUICK LINKS eKEY ActiveKEY **XpressKEY** DisplayKEY QUICK LINKS QUICK LINKS QUICK LINKS QUICK LINKS Update Code Update Code Update Code UpdateCode Identify Keyholder Identify Keyholder Identify Keyholder Identify Keyholder ActiveKEY Settings Authorization Code XpressKEY Alerts Add Keybox Change PIN Add Keybox ActiveKEY Alerts Assign Listing 💌 Market Area Add Keybox Add Keybox Assign Listing 💌

Common Key Quick Lin	ks	
Update Code	Display a current update code for the key	
	Note: For BlackBerry devices, set up the market area on the BlackBerry first.	
Identify Keyholder	Identify the name of a keyholder by key serial number	
Add Keybox	Add keyboxes to the Showings Dashboard and in reports	
Assign Listing	Assign a listing ID to a keybox from the inventory to show where it is placed (except in ActiveKEY)	
Additional Quick Links	for eKEY	
Authorization Code	Generate an authorization code used to install the eKEY software	
Change PIN	Change the eKEY PIN code	
Market Area	Set up or make changes to your market area (for eKEY Professional service customers)	
	Note: For BlackBerry devices, set up the market area on the BlackBerry first.	
Additional Quick Links	for XpressKEY	
XpressKEY Settings	Receive a message when a keybox battery is low	
XpressKEY Alerts	Set up XpressKEY Alert contacts and message	
	Note: This is if your association or organization has this feature activated.	
Additional Quick Links	for ActiveKEY	
ActiveKEY Settings	Receive a message when a keybox battery is low	
ActiveKEY Alerts	Set up ActiveKEY Alert contacts and message	
	Note: This is if your association or organization has this feature activated.	

Menu Bar

The Menu Bar at the top of the screen allows for easy navigation through SupraWEB.

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT	
--	--

Menu Bar	
HOME	Returns to the SupraWEB home screen and the Showings Dashboard
LISTINGS	View information about your listings and assign them to keyboxes
REPORTS	View, schedule, and email showing and key activity reports
SETTINGS	View your user information and key information and define email settings
BILLING	For agents that pay their fees to Supra, view account balance, make a payment, update account information, and add or cancel insurance on a key (qualified key types only)
SUPPORT	Supra Support team contact information

SupraWEB Guide for Agents

Update Code

To obtain an update code for the key, select the **Update Code** link in the *QUICK LINKS* section. If you cooperate in additional areas, the update codes for each of those areas are shown below your primary update code.

Important! If more than one Supra key is assigned to you by your organization, you can change the key information viewed by selecting **SETTINGS**, choose the key serial number at the bottom of the screen, and then click **Select**.

	Update Code		
QUICKLINKS	The following update code is v	valid until December 18, 2013.	
Update Code	6601 - 4134 - 16		
 Authorization Code 	You may need to perform an e	SYNC before you can obtain another up	date code.
 Change PIN Market Area 	For help entering your update	code please click here	
 Add Keybox 			
Assign Listing	Coop Update Codes Board	Update Code	Valid Until
	Pegasus Beta	2224 - 0924 - 38	December 18, 2013

Identify a Keyholder

The steps below show you how to identify a keyholder by key serial number.

1. Click Identify Keyholder.		2. Enter the key serial number.		3.	3. Click Find .		
HOME	LISTINGS	TINGS	REPORTS		STINGS	REPORTS	
QUICK LINKS	Showings Da Welcome to Su specified. Cha	- Identify K	Keyholder Teyholder Te name of a keyholder, please		Identify Key Identify Key To find the m button.		
Add Keybox CONNECT WITH US Facebook	Dashboard D Showing Cou There are no s	Key Seri: Find			Key Serial:	>	

Manage Keybox Inventory



Click **Add Keybox**, enter the keybox serial number, shackle code, and MLS number where the box is located.

To assign a listing to a keybox already in your inventory, select the *Assign Listing* dropdown, choose the keybox, and enter the MLS number where the keybox is located.

Listing Inventory

View all of the listings that have keyboxes assigned to them by selecting **LISTINGS**. A sortable view of the listings that have keyboxes assigned to them is displayed. If a photo for a listing was uploaded, a camera icon is shown next to the MLS #, click the camera icon to see the photo.



Showings that aren't tied to a listing have an *Assign Listing MLS#* icon in the right column. Click the **Assign Listing MLS#** icon to assign the listing ID to the keybox.

Feedback on showings is indicated by a *Showing Feedback* icon. Click the **Showing Feedback** icon to view feedback on a particular showing.

Listing Inventory Screen			
MLS #	View the listing details.		
Keybox #	View the settings for the keybox placed on the listing.		
Address	View a Google map of the address.		
ShowingTime icon	View a <i>ShowingTime</i> report if your association or organization subscribes to this feature.		
Showing Activity icon	View the last six months of showing activity for the listing.		
Email Showing Agents icon	Send an email to all the agents that have shown the listing.		
Listing Details	Edit the listing number and address, see the showing hours, add feedback questions, and set up individual keybox showing notifications.		
Keyboxes	Link in QUICK LINKS on the left, to view a list of the keyboxes in your inventory.		
Add Keybox	Link in ACTIONS on the left, to add a keybox to your inventory.		

Assign a Listing

Steps	
1.	In QUICK LINKS, click Assign Listing.
2.	Choose the keybox serial number.
3.	Add the MLS number.
4.	Click Assign.
5.	Click Add Address.
6.	Add information and click Done.

Unassign a Listing

Steps	Steps			
1.	Cick the LISTINGS tab.			
2.	Click the keybox serial number.			
3.	Click the Listing Details tab.			
4.	Click Change MLS#.			
5.	Delete the MLS number and leave it blank.			
6.	Click Assign.			

Listing Details

Click on the Listing ID link to view or edit listings from the *Showings Dashboard* or click on **LISTINGS** and then click the **MLS#** link from your *Listing Inventory*. Edit information and click **Save**.

MLS # 4001 Fairview
Listing Details Keybox Settings
Listing Details
MLS #: 4001 Fairview
Change MLS #
Address: Add Address
Listing Date: Not Available
Client: Not Available
Occupant: Not Available
Add address before adding a photo.
Showing Hours
Mon - Fri: 12:15 AM - 10:45 PM
Saturday: 12:15 AM - 11:45 AM
Sunday: 12:15 AM - 11:45 AM
You can add 10 feedback questions to each listing. Anyone who has shown this listing will be asked these questions when providing feedback. Add Feedback Question Add Feedback Question
Showing Notifications (for individual keybox)
Send me showing notifications for the keybox associated with MLS #4001 Fairview.
Also send a copy to:
1. meitakahashi@notrealreality.com 2.
3. 5035551234@vtext.com × 4.
5.
Enabling this feature provides alerts via email. To send a text message via email, address the email alert to
the recipient's 10-digit wireless phone num ber. See examples below. Verizon: 5551234567@vtext.com
AT&T: 5551234567@bt.att.net
Sprint: 5551234567@m ess aging .s printp cs.com
For more examples mouse hover help.
Important: Be sure to assign keyboxes to listings to include the property address in showing notifications.
Save Cancel

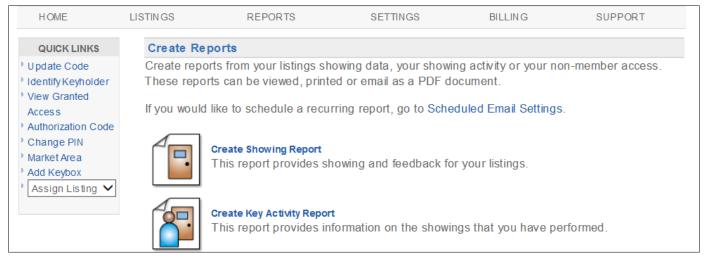
Listing Inventory Screen	า
Change MLS #	Change the MLS listing number assigned to the keybox.
Edit Address	Edit the listing address.
Edit Email CC	Designate an email recipient to receive an email anytime the listing is shown.

Edit Photo	Add a photo of the listing. The photo appears on your Listing Inventory page and when you email agents that have shown your listing as a reminder of the listing.
Add Feedback Question	Add questions to solicit specific feedback about the listing from showing agents.
Add Keybox	Add a keybox to your keybox inventory.
Unassign Listing	Unassign the keybox from the listing when the keybox is removed.
Delete Keybox	Delete the keybox assigned to the listing from your keybox inventory.
ShowingTime Activity	View your listing ShowingTime activity if your association/MLS subscribes to this feature.
Showing Activity	View the last six (6) months of showing activity for the listing.
Assign Listing	Assign a listing to a keybox.
Individual Scheduled Report	Schedule an email report for the listing.

Activity Reports

There are three (3) main report links to choose from (depending on what options your board chooses) that can be viewed, printed, or emailed. Click the *Scheduled Email Settings* link to schedule a recurring report.

- **Create Showing Report** A *Showing Report* provides the start of showing and end of showing information plus feedback for all of the showings at your listings.
- Create Key Activity Report A Key Activity Report displays all the listings you have shown. This report provides the start of showing and end of showing information for the showings you have performed in the last six (6) months within your primary association and any cooperating areas.



Create a Report

Steps	3
1.	From SupraWEB select REPORTS.
2.	Click the type of report to create.
3.	 Customize the report: a. For a showing report - click which listings or keyboxes to include. b. Select the date range. c. For a showing report - click to include the showing agent's contact information. If emailing the report to a client, you may not want to include the showing agent's contact information. d. Click to include feedback sent to you from showing agents in the report, if desired.
5.	Click Create Report to view the report.
6.	To print or email the report, click the Print Report or Email Report icon at the top of the screen.
7.	To add your photo and contact information to the email, see the next section.

Set up Scheduled Email Showing Report

Set up SupraWEB to send yourself a weekly or monthly *Showing Report*. The scheduled reports automatically include the showing information for all of the keyboxes in your inventory.

HOME	LISTINGS	REPORTS	SETTINGS	BILLING	SUPPORT
QUICK LINKS	Create Repo	orts			
 Update Code Identify Keyholder 		s from your listings show e viewed, printed or ema	ving data, your showing a ail as a PDF document.	activity or your non-m	ember access. These
 Authorization Code Change PIN Add Keybox 	If you would I	ike to schedule a recurri	ng report, goto Schedul	ed Email Settings.	

Steps 1. From SupraWEB select REPORTS. Email Address: buyers.agent4011@gmail.com If this email address is not the same as the one your MLS, it may be overwritten by the email your organization has on record. 2. Click Scheduled Email Settings. 3. Enter your email address. Showing Emails 4. Choose from the weekly or monthly Send me an email when another agent shows my listings drop-down menu. Once a Week on NONE Include feedback 5. Click to include in the report any Once a Month on None feedback sent to you from showing Include feedback Also send a copy to:(CC) agents. 6. Enter any additional email addresses to send the report. Separate multiple addresses with a semicolon 7. In the Personalized Signature Image Personalized Signature Image Personalized Signature Text section, click Browse and choose a B I U A - ≡ ≡ ≡ ■ | Font Family Font Size picture you would like shown on emails 🗄 💷 ≢ 📾 👹 and reports. Bria Jones 8. Fill out your contact information in the Notreal Realty Notreal rocking 503-555-5050 buyers.agent4011@gma Personalized Signature Text box to have your contact information display on emails and reports. Path 9. Click Save. Upload Image: Signature User Guide Browse... (Maximum resolution: 300X300 and < 4MB) Save Cancel

Showing Notifications

Listing agents have several options for sending showing notifications. Use SupraWEB to add multiple people (i.e. the listing agent, office staff, and the home owner) to receive beginning and ending showing notifications. Notifications are sent to email addresses or cell phone numbers (as text).

Notification Recipient	Showing Notification Action
Listing agent	To receive notifications, make sure your email is correct in the <i>Email Address</i> field and check the <i>Send me showing notifications</i> box in <i>General Email Settings</i> .
Partner or team member	Add partners to receive all showing notifications by entering their email in the <i>Also send</i> a copy to: (CC) field.
Client	To have your client receive notifications, go to the specific keybox in your inventory, check the box and enter your client's email.

The *Showing Notification* feature alerts the listing agent when a keybox key container is opened to start a showing. This information can be displayed on all activity reports.

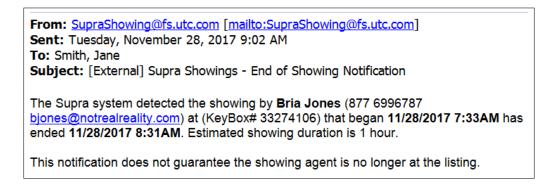
Showing information includes keybox serial number, associated listing address/information, date of showing, the beginning and the end of the showing time (if enabled), and displays on all activity reports in SupraWEB.

End of Showing Notification

Boards or associations must contact Supra to "opt-in" to showing notifications first for this feature to be available. The eKEY application uses multiple methods (including GPS data captured when the keybox is opened) to detect when the showing has ended. *End of Showing* (EoS) information includes the listing address (or keybox serial number if the listing address is not available), and date and time the showing ended. End of Showing notification allows the listing agent and designated recipients to see when the showing ended for the property.

Notification Enabled	Showing Notification Checkbox Says:
Not Enabled	Send me showing notifications for all keyboxes in my inventory
	QUICK LINKS General Email Settings ' Update Code Identify Keyholder ' Identify Keyholder Email Address: bria.jones@notrealreality.com ' Add Keybox If this email address is not the same as the one your MLS, it may be overwrith record. Showing Notifications (for all keyboxes) Feedback Emails If weybox in my inventory If we showing notifications for all keyboxes in my inventory
Enabled	 Send me beginning and estimated end of showing notifications for all keyboxes in my inventory QUICK LINKS Update Code Identify Keyholder Add Keybox Assign Listing General Email Address: bria.jones@notrealreality.com If this email address is not the same as the one your MLS, it may be overwri record. Showing Notifications (for all keyboxes) Feedback Emails Send me beginning and estimated end of showing notifications for all keyboxes in my inventory Also send a copy to:(CC)

Below is an example of an EoS notification message that is transmitted to the designated recipients.



Set Up Notifications for All Inventoried Keyboxes

Set up notifications for all the keyboxes in your inventory at once.

1. Click the SETTINGS tab.						
	Supra					Bria Jones I [Log Out]
	© United Technologies					SupraWEB Management Website
	HOME LIS	STINGS	REPORTS	SETTINGS	BILLING	SUPPORT
	QUICK LINKS	Showings D	Dashboard			
2. Click the General Email link.			Email:	bria.jones@notrea	alreality.com	
			Board:	Helena MLS		Devic
			Login:	Update Login Set	ttings	1
			General Setting	s		
		6	General Email	- Pe sonalize ema	ail notificatio	ns, email signature an
				all - Scheduled a I	<u> </u>	2 I
3. Check Send me showing notifications	identity Keynold	er Emai		ones@notrealreali		
	Add Keybox Assign Listing	•		not the same as the	e one your l	MLS, it may be overwri
		record	_	(for all keyboxes)) Fo	edback Emails
		dilot	Villentin	- Action and		
	(Send me showing oxes in my invento	notifications for al		Send me an email w listings.
		line	tent: Be sure to a	-		o send a copy to:(CC)
4. Add recipients to Also send a copy		listing	gs to include the	property address	in	
			send a copy to:(CC			
				-1	A Sej	parate multiple addres:
		Сера	rate multiple addr	esses with a servic	olon	
		Tin	Total	1005 00 a		
5. Click Save.						
Note: The recipients get an email from the		(Maxi	imum resolution: 3	00X300 and < 4M	B)	
Supra system indicating their email address is		Sav	ve Cancel			
subscribed to receive showing notifications.						

Set Up Notifications for Individual Keyboxes

Set up showing notifications to the individual keyboxes in your inventory.

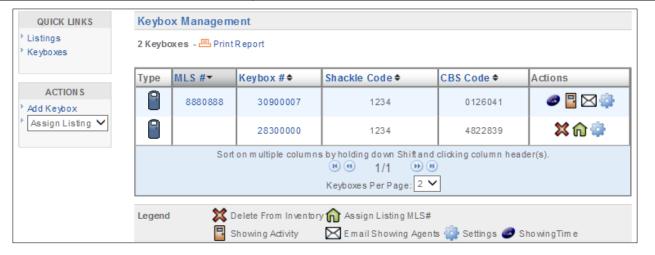
1. Click the LISTINGS tab.						
	HO	ME LISTINGS	REPORTS	SETTINGS	BILLING	SUPPORT
	QU	ICK LINKS Chowin	no Dachheard			
2. Click the Listing Details icon for the keybox.						
		MLS #•	Keybox # •	Address 🕈	Action s	
		4001 Fairvie w	30900007		2 📑 🖸	1
	>	Sorto	n multiple columns byholdir (e) (e) Listings	ng down Shift and clicking 1/1 (*) (*) s Per Page: 1 🗸	r column header(s).	

3. Check Send me showing notifications	Add Feedback Question Add Feedback Question Snowing Notifications (for individual keybox) Send me showing notifications for the keyboxassociated with MLS #4001 Fairview. Absc. red a copy to:
4. Add recipients to Also send a copy	Showing Notifications (for individual keybox) Send me showing notifications for the keybox associated with MLS #4001 Fairview. Also send a copy tox 1. meitakahashi@notrealreality.com 2. 3. 5035551234@ vtext.com 5.
 5. Click Save. Note: The recipients get an email from the Supra system indicating their email address is subscribed to receive showing notifications. 	Verizon: 5551234567@vtext.com AT&T: 5551234567@vtext.com AT&T: 5551234567@vtext.com For more examples mouse hover help .

Showing Activity

Each time a keybox key container is opened, the keybox records the showing information, communicates with the key, and the key sends the information to the Supra network. You can view and manage your keybox inventory on the Supra website. Once the keyboxes are in inventory and placed at a listing, you can view the last six (6) months of showing information.

1. Click the LISTINGS tab.						
	HOME	LISTINGS	REPORTS	SETTING	S BILLIN	G SUPPORT
	QUICK LINKS	Showings D				
	 Identify Keyholder XpressKEY Alerts 					ivity for the date range your Showing Dashboa
2. Click the Keyboxes link in <i>QUICK LINKS</i> .	QUICK LINKS	Listing Inv	ventory			
	* Liettege * Keyboxes	1 Listing - 占	Print Report			
		MLS #*	k	(eybox#¢	Address +	Actions
	ACTIONS ¹ Add Keybox	4001	Fairview	30900007		۲
	- autojoox		Sorton mu	Itinla columne hyholdin	a down Shiff and click	in a column headen's)



Keybox Showing Report

View a report on the showing activity for a specific keybox.

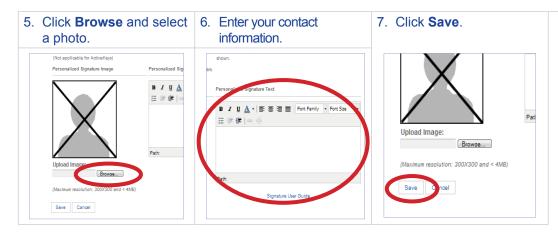
1. Click the LISTINGS tab.	HOME QUICK LINKS > Undate Code	LISTINGS Showings D		SETTINGS	BILLING	SUPPORT
2. Click the <i>Showing Activity</i> icon for the keybox.	Listing Inven 1 Listing - 📇 P					
	MLS # -	Keybox # \$	Address 🗢		Actions	
	123456	3130445	54 3 Lan	caster Drive NE	2 🛛 🖸	•

Showing 3 Lancaster Driv Showings from 6 Report Generate 2 Records	ve NE Salem C i/1/2016 to 12/1	1/2016	5				
DateTime 🕈	ListingID +	Address \$	Showing Agent +	Keybox# ♦	Key# \$	Showing Office \$	Feedbac
Dct 27, 2016 2:21 PM	123456	3 Lancaster Drive NE Salem OR 97301	Call Center Blackstone Realty (503)555-0000	31304454	8255138	Blackstone Realty	
		3 Lancaster Drive NE	Kris Smith kris@notrealreality.com	31304454	5008072	Not Real Reality	

Modify Email Settings

The system can send you an email when someone opens one of your keyboxes or sends showing feedback.

1. Click SETTINGS.	2. Click General Email.	 Enter your email address. 	4. Check each notice to receive and add email addresses.		
REPORTS SETTINGS BIL oard WEBI This dashboard view contains the showing the date range to show more or less information of Range: 8/9/2015 to 9/8/2015 Change Range: 8/9/2015 to 9/8/2015 Change 0 Feedback Count: 0 Feedback Reminders rings for the date range specified in the dashboard	General Settings	KKS General Email Settings eholder En CLAddress: bris.jones@noteslineality.com if this email address: bris.jones@noteslineality.com If this email address: bris.jones@noteslineality.com if this email address: bris.jones@noteslineality.com Feedb. Showing Notifications (for all keyboxes) Feedb. Important: Be sure to assign keyboxes to lisings to include the property address in showing notifications. Also set Also send a copy to (CC) Separat Separate multiple addresses with a semicolon Tip: To send showing notifications on a	Image: Set in maximum protifications for all hardowing notifications for all hardowing notifications. Image: Set image:		



When one of your listings has been shown and the showing information is sent to the network, you'll receive a new showing email.

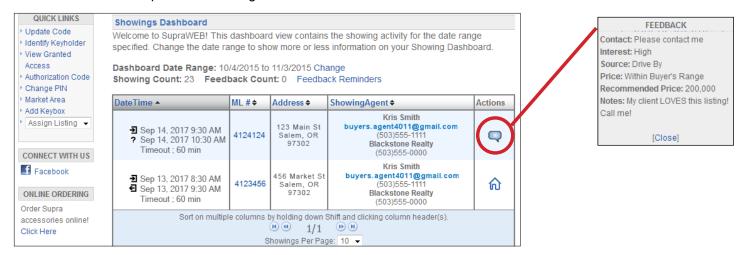


Showing Feedback

Feedback sent to you from when your listings were shown can be viewed on SupraWEB. You can send feedback on your showings to the listing agents through SupraWEB.

View Feedback

Feedback sent to you on a showing is indicated by a *Showing Feedback* icon. Click the **Showing Feedback** icon to view the feedback on a particular showing.



Leave Feedback on a Showing

1. Click Feedback Reminders.	2. Click Leave Feedback icon.	3. Use the drop-down menu and <i>Notes</i> field to provide feedback.	4. Click Submit Feedback.			
RTS SETTINGS BILLING This dashboard view contains the showing activity for te range to show more or less information on your S S/14/2015 to change back ount: 0 Feedback Reminders ML # • Address • ShowingAgent • I Mei Takahasti@notr	SETTINGS BILLING SUPPORT	Address: 4001 Fairview Industris General OR 97302 Buyer's interest level: None Buyer heard about listing from: My Recommendation Price: Within Buyer's Range Recommended Print: Follow-up: I will contact you Notes:	Add Feedback Add Feedback Boyer's anterest level: Add Feedback Boyer's netrest level: Boyer hard about listing from: Drive By Price: Within Boyer's Range Recommended Price: Follow-up: Follow-up: Insticed it was by appointment only. I would like to achiedule a showing. Notes:			
Lisa Jackso lisaj@fakereatt		1. Is this property in the buyer's price range?	Submit Freedback			

Add a Feedback Question

Add up to ten (10) custom feedback questions that are displayed when a showing agents leaves you feedback on one of your listings.

Steps	
1. From SupraWEB click LISTINGS.	Add/Edit Feedback Question for Listing# 343434
2. From the Listing Inventory, click the listing ID link.	Adding a custom feedback question allows you to solicit detailed feedback about your listing. Keep
3. Click Add Feedback Question.	your question short and concise to ensure the showing agent provides the feedback you are looking for.
4. Enter a question and click Save .	Enter a feedback question:
When the showing agent goes into SupraWEB to leave feedback on the showing, any additional feedback questions you've entered for the listing are displayed.	What did you like about the listing?

Manage Billing Information

If you pay key fees to Supra, you can manage your billing information online. If you pay your key fees to the association or MLS, the *Billing Menu* option is not displayed.

Select the *Billing Menu* option at the top of the *SupraWEB* screen and your account balance and the *Billing Menu* options are shown.

Billing Menu				
Account Balance	View a current account balance and make a payment.			
Billing History	View invoices and payment history.			
Account Information	View or change the billing address and payment method and enable/disable automatic billing and electronic invoicing.			
Contracts	Displays key information and the start of your contract, billing frequency, and next billing date and allows you to add or cancel insurance if applicable.			
FAQ	View frequently asked questions about managing your billing information.			

Add/Cancel Insurance

If the key has not connected with the Supra network recently you must open a key container or release a shackle to verify the key is in your possession and functioning before you can purchase insurance.

Steps	;							
1.	From SupraWEB select BILLING.	🖂 Email 📇 Print						
2.	Click Contracts.	Contracts	Contracts					
3.	Click the appropriate link to Add Insurance or Cancel Insurance.	Customer: Robert Becker Customer Number: 1345465 Agent ID: 207187 Serial #: 7419722						
4.	Click Email or Print icon.	Key Type: ActiveKey Date: 3/18/2010						
		Key Number	Contract Description	Start Date	End Date	Billing Frequency	Next Billing Date	
		7419722	ActiveKEY	1/14/2010		Annually	7/13/2010	Add Insurance
			-			•		· · · · · · · · · · · · · · · · · · ·