

How to check for Activity on your KeyBoxes

Log on to KIM

- Log on to www.supraekey.com
- Click on the “Log on to KIMweb!” link
- Select your Association, Board or MLS from the dropdown list, (i.e. CA-Orange County Association of REALTORS)
- Enter your key number from the back of your key and the PIN code you use with your key to open lockboxes. Click “Login”.

Add a KeyBox

- Click “Add New KeyBox” in the left-hand column under *KeyBox Inventory*.
- Enter your KeyBox serial number (from the back of gray lockboxes, on side of blue boxes), shackle code (the code you use to release the shackle), and listing ID (the MLS number.) (If you are using a GAMLs key, input the MLS number without the 0 the number begins with.) You do not need to enter the address. The system will take the address from the MLS number and display it on the Showing Activity Report. (Hint: It may take a full day for your new listing MLS number to show up in the KIMweb system. Wait until that number is available to the system to make this assignment.)
- Click Add. You may identify up to 50 KeyBoxes.

Retrieving Showing Information from KIMweb on the Internet

Showing Activity for DisplayKEY holders

When you get a message on the screen of your DisplayKEY that you’ve had showings, use the steps above to login to KIM. Your menu options will be on your left, the Dashboard is on the right.

- From your Dashboard, click “View” to the right of “Showing Activity on Your Listings.”
- Click “Create New Report” from the right-hand side in blue. Once you’ve chosen the KeyBox and Date Range you’d like to receive information for, click “Continue”. (Hint: You can run a report for all boxes or just one. To generate a report to show one particular client, select the KeyBox Serial # for that client’s property only.)

Showing Activity for eKEY holders

eKEY users may follow these same steps to retrieve showing information from the KIMweb. However, this information is sent directly to the eKEY if you have professional service, which means you can check your showings on your eKEY. To retrieve this information from your eKEY simply:

- Tap on the eDATA icon on your Palm or Smartphone.
- Tap on Showings.
- Open the showing you’re interested in by tapping on it. The information will be displayed on the screen.