

# GE Security

## SupraWEB is here!

SupraWEB will be available for your use on Friday morning, November 5<sup>th</sup>. SupraWEB is a new, improved version of the agent key and report management site (previously called KIMweb). The information below will assist you in logging into the new site as well as provide references to training materials.

To Login to SupraWEB:

The login process is the same as with KIMweb: use your key number and PIN. Please follow these steps:

1. Go to [www.supraekey.com](http://www.supraekey.com)
2. **Select Login to SupraWEB** (this will be in the same location as the current KIMweb link)
3. Enter your key serial number and PIN, select your Board/Association from the dropdown and select **Login**.

### SupraWEB Training Materials

We have put together training materials that provide an overview of all the new features of SupraWEB. The materials can be accessed by following these steps:

1. Go to [www.supraekey.com](http://www.supraekey.com)
2. Click on [Agent Education Resources](#)
3. Click on [SupraWEB Guide](#).
4. Save the PDF file to your computer, or print for future reference.

In addition to the SupraWEB Guide, we have created a great demo that will walk you through using the new website. To view this demo:

1. Go to [www.supraekey.com](http://www.supraekey.com)
2. Click on [Agent Education Resources](#)
3. Click on **SupraWEB Demo**. The demo will launch and play in your Internet browser.

# SupraWEB Guide

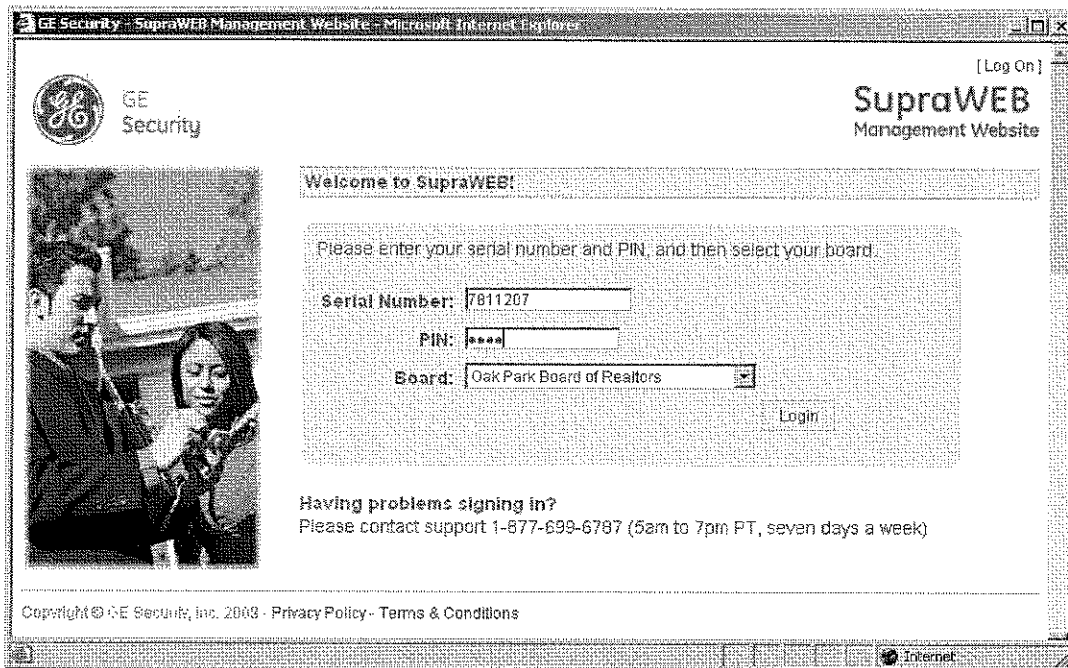
This SupraWEB Guide is provided for you to get the most out of using SupraWEB, the agent website. SupraWEB is the agent website where you can go to:

- Obtain an update code for your key
- Manage your keybox inventory
- View and email activity reports
- Change your eKEY's PIN code (*eKEY users*)
- Set up your market area (*eKEY users*)
- Obtain an authorization code for installing eKEY software (*eKEY users*)
- Set up your ActiveKEY Alerts if your Board/Association has this feature activated (*ActiveKEY users*)

## Logging in to SupraWEB

To login to SupraWEB:

1. Go to [www.supraekey.com](http://www.supraekey.com)
2. Select **Login to SupraWEB**.
3. Enter your key serial number and PIN, select your Board/Association from the dropdown and select **Login**.



imagination at work

**Need help?** Call for free support 7 days a week,  
5am to 7pm Pacific time, toll free **1-877-699-6787**.

# SupraWEB Home Page

When you login to SupraWEB you'll see the home page.

GE Security  
SupraWEB Management Website

[ Log Out ]

HOME LISTINGS REPORTS SETTINGS SUPPORT

**QUICK LINKS**

- Update Code
- ActiveKEY Settings
- ActiveKEY Alerts
- Agent WebPAY
- Add Keybox
- Assign Listing

**CONNECT WITH US**

- Facebook
- Twitter
- ActiveRain

**Showings Dashboard**

Welcome to SupraWEB! This dashboard view contains the showing activity for the date range specified. Change the date range to show more or less information on your Showing Dashboard.

Dashboard Date Range: 7/18/2009 to 10/26/2009 Change  
Showing Count: 4 Feedback Count: 2 Feedback Reminders

Date/Time	ListingID	Address	ShowingAgent	Actions
10/22/2009 2:04pm	27133973	92 Glacier Peak Dr Camano Island WA 98282	Joan Wilson (425)754-4853	
10/22/2009 2:01pm	1006598	301 Longview Ave Kent WA 98005	Darcy Thompson darcy.thompson@google.com (425)318-8900	
10/22/2009 2:00pm	849789	4321 Fairview Industrial Drive Kent OR 98345	Jason Phillips jason.phillips@yahoo.com (425)486-1874	
10/22/2009 10:19am			James Joyce (425)231-7903	

Showing Per Page: 10

Legend: Assign Listing MLS# Showing Feedback

## Quick Links

The Quick Links show the most common tasks you'll use at SupraWEB. The Quick Link options depend on the type of key you have.

**Update Code** - Displays a current update code for your key. You may need to eSYNC your key before you can get another update code.

**Agent WebPAY** - Manage your bill online. You can view your account balance, make a payment, update your account information, and add or cancel insurance on a key (qualified key types only).

**Add KeyBox** - Add keyboxes to be included on your Showings Dashboard and in reports.

**Assign Listing** - Choose a keybox from your inventory and assign a listing ID to show where the box is placed.

### ActiveKEY Only Quick Links

**ActiveKEY Settings** - Indicate whether you'd like to receive a message when your iBox battery is low.

**ActiveKEY Alerts** - Set up your ActiveKEY Alert contacts and message if your Board/Association has activated this feature.

### eKEY Only Quick Links

**Authorization Code** - Generate an authorization code used to install the eKEY software.

**Change PIN** - Change the PIN code in your eKEY.

**Market Area** - Set up or make changes to your market area if you subscribe to eKEY Professional service. If you use a BlackBerry device as your eKEY, set up your market area on your BlackBerry first.