



How to Manage Supra Lock Box Notifications

Now that you have been using your new Supra iBox BT, you most likely have noticed a few changes — primarily receiving showing and feedback notifications. You have the option of receiving these notifications or only certain notifications that you find valuable for your business. The choice is yours.

To customize your notifications, follow the easy instructions below. For additional iBox BT questions, a step by step process and videos to assist you with your lock box use — www.supraekey.com

How to Customize Supra Notifications

Go to www.supraekey.com

1. Login to SupraWEB selecting "SupraWeb Login For Real Estate Agents" (on the right side, purple box) or select "SupraWEB - Agent Login" (on the top of the page).
2. Enter your Supra User ID and Password. (If you have never logged in select "New User Registration")
3. In the box titled "Quick Links" which is in the box to the top left of the screen, select "Settings".
4. Next select "General Email"
5. This will bring up a page where you can "check" or "uncheck" 4 different boxes. The boxes are:

- Showing Emails
- Feedback Emails
- Feedback Reminders
- Listing Update Reminders

6. Once you have checked or unchecked your choices, click "Save" box at the bottom of the screen and you are finished!

