



Lockbox Registration and Report Instructions



In order to view showing activity you must first register your lockboxes. Below you will find a step-by-step guide for registering lockboxes and obtaining activity reports. If you encounter any difficulties or have additional questions you may contact Supra Field support at 1-877-699-6787 or Regional MLS, Inc 561-627-4548

Lockbox Registration

Log on to www.supraekey.com Under *Real Estate* Choose *Log On to KIM*

On the *Welcome to KIM web Login page* Choose *FL-Regional MLS, Inc* on the drop down menu Choose *Agent Login* Enter your *key number* (located on the back of your keypad) then enter your *PIN*.

Choose *Login*.

Under *Keybox Inventory*

Choose *Add New Keybox*

Enter the serial number (located on the back of the lockbox) then the shackle code. ***Entering the listing ID (MLS #) is not required. If you choose to enter the MLS number for your lockbox be sure to update upon removal. MLXChange will not show an activity report if the lockbox is not registered to the MLS number.**

Activity Report

Log on to www.supraekey.com Under *Real Estate* Choose *Log On to KIM*

On the *Welcome to KIM web Login page* Choose *FL-Regional MLS, Inc* on the drop down menu Choose *Agent Login* Enter your *key number* (located on the back of your keypad) then enter your *PIN*. Choose *Login*. Under *Activity Reports*

Choose *Showing Activity* On the *All Keybox* dropdown menu choose the serial number of the lockbox that you need a report for all choose *All Keyboxes* if you wish to print reports for all of your inventory.

Once you have specified the lockbox serial number choose the date from the drop down menu. ***Reports only go back 90 days. If you need a later date you can contact RMLS and we can print a report directly form the KIM database.**

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