

## SupraKey Email Notifications

The Supra system defaults to NOT send any email notifications.

Therefore, if you wish to receive email notifications when agents show your listings or send feedback, please be sure to confirm your notification settings on the SupraWEB site as outlined below.

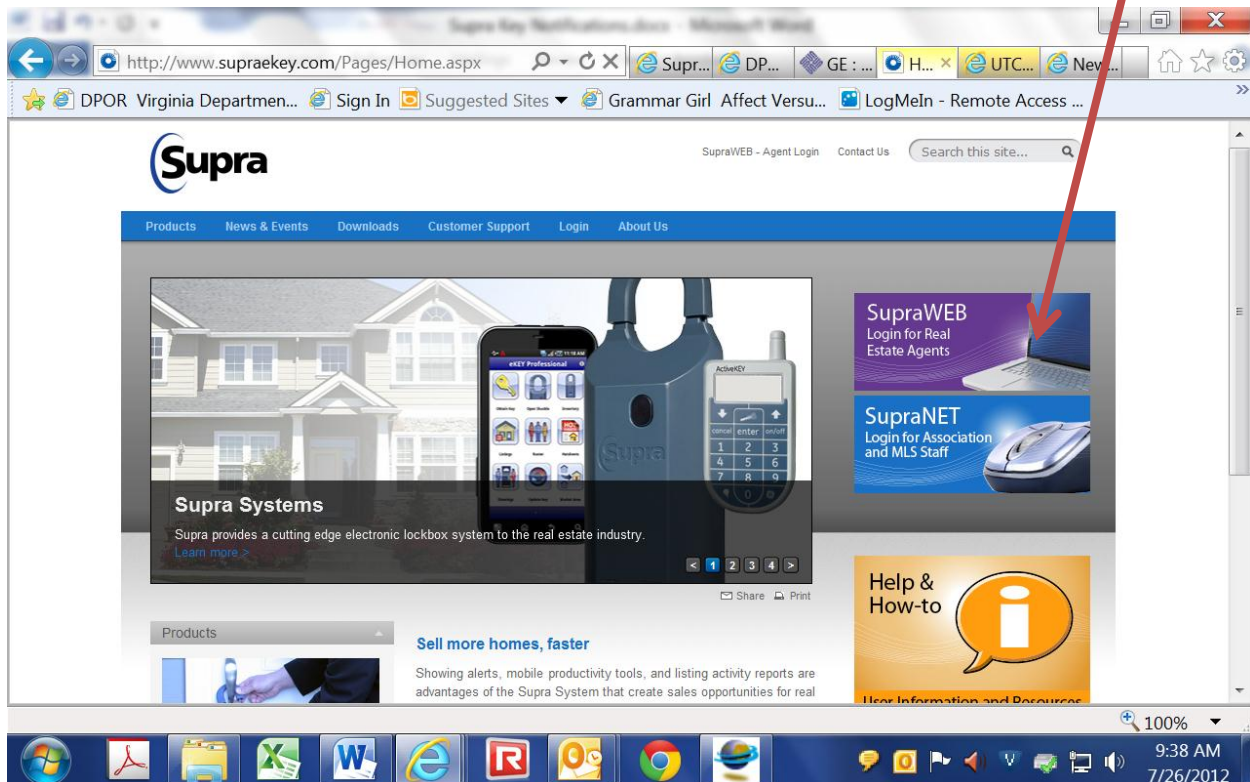
In addition, if you have changed the type of SupraKey you use or have replaced your SupraKey, you will need to reset your notification preferences.

Just follow these simple steps:

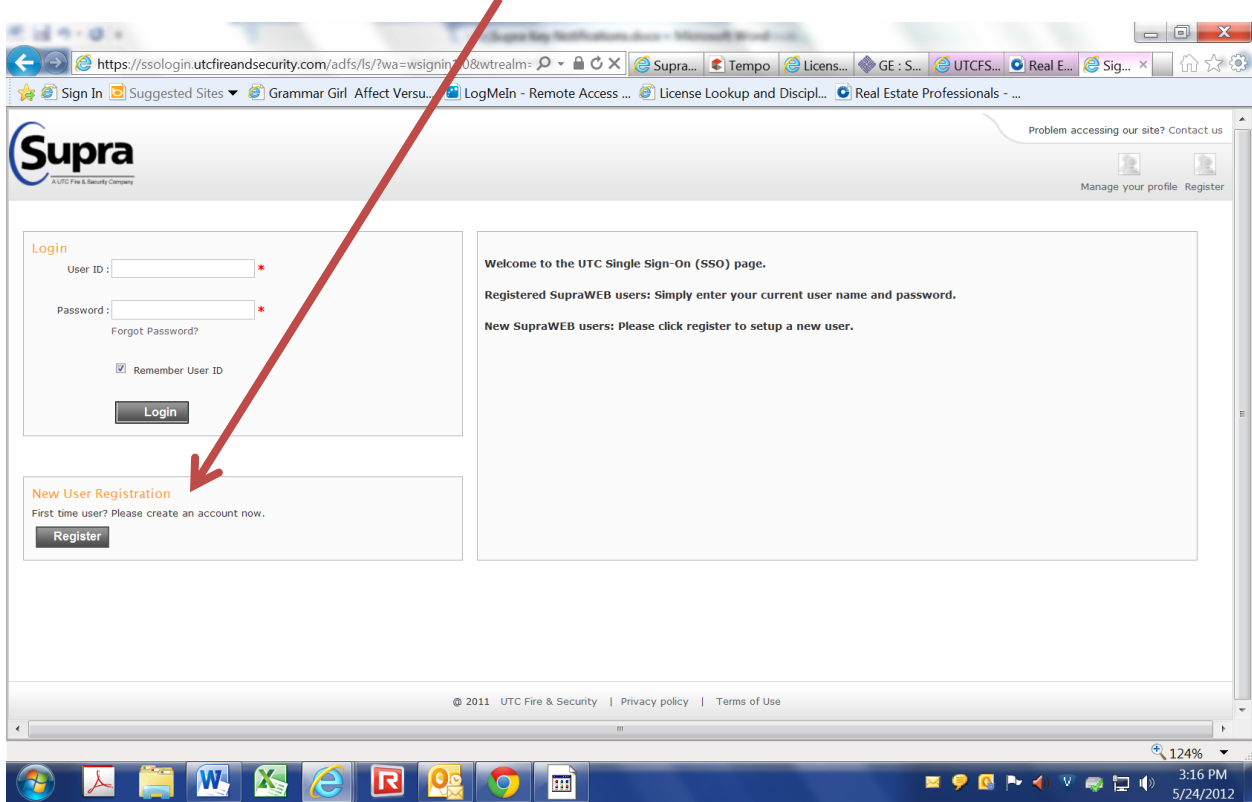
1. Log on to the SupraWEB \* via [www.supraekey.com](http://www.supraekey.com)
2. From the navigation bar at the top of the screen, click on SETTINGS.
3. Select **GENERAL EMAIL** and proceed to choose which type of notifications you prefer (a check mark appears in the selection box).
4. Scroll to the bottom of the screen and SAVE your selections.

\*If this is the first time you have accessed the SupraWEB site, you will need to register on the site creating your own login and password for your account.

1. Go to [www.supraekey.com](http://www.supraekey.com) and select the link 'SupraWEB Login for Real Estate Agents'



2. Proceed to register & set up your account.



If you have additional questions, please contact Supra Support at 877-699-6787.