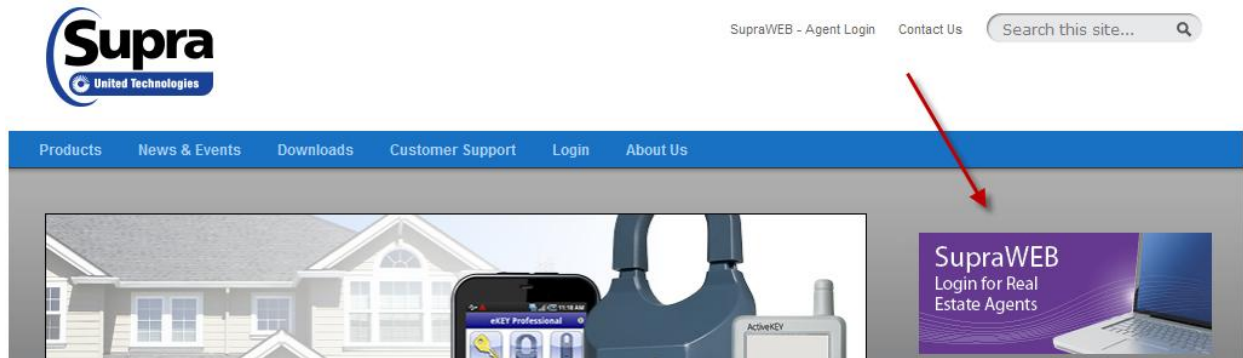


## Turn 'Off' Supra Showing and Feedback Notifications

1. Go to [www.supraekey.com](http://www.supraekey.com)
2. Select **Agents – Log on to SupraWEB.**

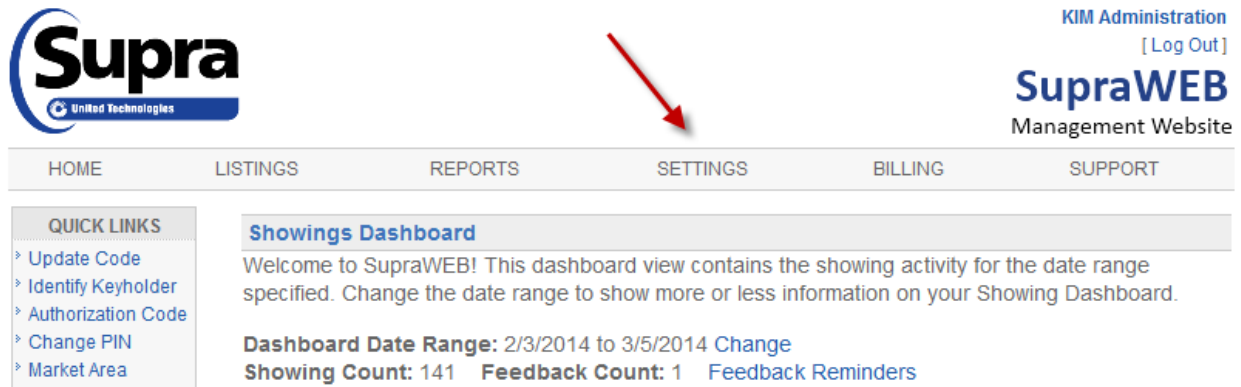


3. Enter your user ID and password and select **Login.**

**Note:** If you have not created a SupraWEB account, click **Register**; create a **USER ID** and **Password**. The first time you login with your user ID and password, you will need to enter your key serial number, PIN, and Board/ Association (Great Plains MLS - Omaha). If you have the SupraKEY on your phone your key serial # is located at the top of the app. If you have the grey/blue ActiveKEY, your key serial # is on the back of the key under the barcode. If you need assistance with this process you can contact Supra at 402-619-5566.

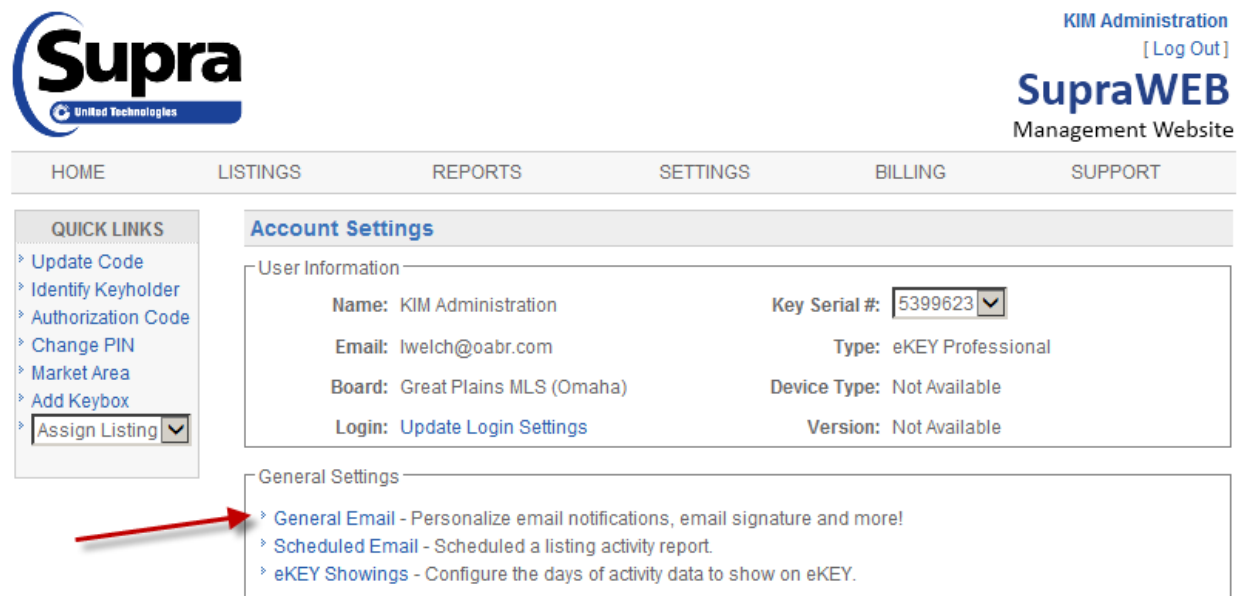
## Shut off Email Notifications

1. From the SupraWEB homepage select **SETTINGS**.



The screenshot shows the SupraWEB Management Website homepage. The Supra logo is on the left, and the user is logged in as 'KIM Administration' with a '[ Log Out ]' link. The navigation menu includes HOME, LISTINGS, REPORTS, **SETTINGS**, BILLING, and SUPPORT. A red arrow points to the 'SETTINGS' menu item. Below the navigation menu, there is a 'QUICK LINKS' section with options like 'Update Code', 'Identify Keyholder', 'Authorization Code', 'Change PIN', and 'Market Area'. The main content area displays the 'Showings Dashboard' with a welcome message and dashboard statistics: 'Dashboard Date Range: 2/3/2014 to 3/5/2014 Change', 'Showing Count: 141', 'Feedback Count: 1', and a link for 'Feedback Reminders'.

2. Select **General Email**.



The screenshot shows the 'Account Settings' page in the SupraWEB Management Website. The navigation menu is the same as in the previous screenshot. The 'QUICK LINKS' section now includes 'Assign Listing' with a dropdown arrow. The main content area is titled 'Account Settings' and is divided into two sections: 'User Information' and 'General Settings'. The 'User Information' section displays fields for Name (KIM Administration), Email (lwelch@oabr.com), Board (Great Plains MLS (Omaha)), Login (Update Login Settings), Key Serial # (5399623), Type (eKEY Professional), Device Type (Not Available), and Version (Not Available). The 'General Settings' section contains three options: 'General Email - Personalize email notifications, email signature and more!', 'Scheduled Email - Scheduled a listing activity report.', and 'eKEY Showings - Configure the days of activity data to show on eKEY.'. A red arrow points to the 'General Email' option.

3. Uncheck the five boxes, as shown in photo below and click, **SAVE**.

**Supra**  
Web Technologies

KIM Administration  
[ Log Out ]  
**SupraWEB**  
Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

**QUICK LINKS**  
Update Code  
Identify  
Keyholder  
Authorization Code  
Change PIN  
Market Area  
Add Keybox  
Assign Listing

**General Email Settings**

Email Address:   
If this email address is not the same as the one your MLS, it may be overwritten by the email your organization has on record.

**Showing Emails**

Send me an email when another agent shows my listings.  
Also send a copy to:(CC)

**Feedback Emails**

Send me an email when another agent sends feedback on any of my listings.  
Also send a copy to:(CC)

Separate multiple addresses with a semicolon

**Reminder Emails**

Remind me by email to send feedback on listings I have shown.  
 Enable listing assignment email reminders. (Not applicable for ActiveKeys)

**Listing Update Emails**

Allow listing agents to send me update emails on listings I have shown.

**Personalized Signature Image**

Upload Image:

(Maximum resolution: 300X300 and < 4MB)

**Personalized Signature Text**

Path:

[Signature User Guide](#)