

## Office Login in SupraWEB

### New Reports to assist managing your office's key boxes

As you are aware, we have recently launched SupraWEB, which replaces KIMweb as our key box, and listing management tool. In addition to enhancing the agent-focused features, we have added an office level interface as well.

### Office Login Features

- The office login provides reports for all the lock boxes that are assigned to the office, as well as all the showings performed by agents in that office.
- The office login does not require the user to be a keyholder. It is a separate login, not tied to specific key serial number.
- Reports can be viewed in a table form on the website, or they can be downloaded in a CSV file format. This file format can be opened in a spreadsheet program.

### How to take advantage of this new feature:

The new office login can be accessed by clicking on the following link:

<https://supraweb.suprakim.com/Kimweb/Office.mvc/Login>

To login you will need the following information:

1. Office ID
2. Office Password
3. Board or MLS

Each office has a unique Office ID and Password. In the event that you do not have this information, please provide the following information on your company letter head:

1. Office Manager/Broker First and Last Name
2. Office Name
3. Office Address
4. Office Telephone number
5. Email address
6. Your desired password. Can contain letters and numbers, and must be between 3 and 8 characters.

Fax this information to 503-589-8677. You will receive an email within 3 business days with your login information.