

## **Steps to Acquire Supra Key System Access for Cooperating Florida Associations**

Your membership with ORRA will automatically grant you access in **ORANGE/SEMINOLE, OSCEOLA & EAST POLK** counties. You may request access to other counties in the state of Florida, please contact the association you are requesting access from in order to find out if they cooperate. Once confirmed, follow the steps below to acquire access.

### **STEP ONE:**

Fax this completed form to each cooperating association for which you need access. Access is granted as a courtesy and the standard processing time is 48 business hours. However, your request may take up to two weeks for some associations. If you need immediate access, please call the cooperating association directly.

### **STEP TWO:**

#### **FOR ActiveKEY USERS ONLY:**

Upon confirmation of access from the cooperating association you will need to call KIM Voice or log onto KIMweb to obtain the update code you will need to enter into your ActiveKEY. Enter the update code under the screen stating Manually Input Update. For detailed instructions consult your ActiveKEY User Guide.

#### **FOR eKEY USERS ONLY:**

Upon confirmation of access from the cooperating association, you will need to “eSYNC” TWICE in the same day for your key to recognize the new area. (Consult your Supra Key User Guide for detailed instructions for performing an “eSYNC”).

*Note: Your eKEY has already been programmed for access in Greater Lake, West Volusia, Lakeland, and Greater Tampa. If you wish to request access from any other area you will need to contact ORRA via phone or in person and have your key reprogrammed.*

**You will only need to perform these procedures the FIRST time you obtain access to a new area. You are now ready to open KeyBoxes in your new area.**

If you ever change your key, you will need to start this process over again with the new key serial number.

**Supra Key or KeyBox Customer Service: 1.877.699.6787  
9:00 AM – 10:00 PM ET Daily**



# Cooperating Association Request Form

## Cooperating Associations Requested Frequently

<b>REALTOR® Associations of:</b>	<b>Phone</b>	<b>Fax</b>
Lake & Sumter Counties Association	352.343.3003	352.343.7876
West Volusia Association	386.774.6433	386.774.7422
Lakeland Association	863.687.6111	863.688.8253
Greater Tampa Association	813.879.7010	813.876.4221
Space Coast Association	321.452.9490	321.452.1108
Daytona Beach Area Association	386.677.7131	386.677.7429
New Smyrna Beach Board	386.428.2104	386.426.6564

### I am a Member of the Orlando Regional REALTOR® Association.

Name: \_\_\_\_\_ NRDS ID: \_\_\_\_\_

Office: \_\_\_\_\_ Office ID: \_\_\_\_\_

Office Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: (\_\_\_\_) \_\_\_\_\_ Agent (or Office) Fax: (\_\_\_\_) \_\_\_\_\_

Agent's Contact Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Key #: \_\_\_\_\_ PIN #: \_\_\_\_\_ Type:  Shell-less eKEY  ActiveKEY

Replacement Key #: \_\_\_\_\_ PIN #: \_\_\_\_\_  Shell-less eKEY  ActiveKEY

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**Office Use Only**

I, \_\_\_\_\_, of the Orlando Regional REALTOR® Association do hereby certify that the above named member is permitted to use the KeyBox system.

Note: Any changes to the information above needs to be reported to all Associations for which you have access.