

To add your KeyBoxes to your inventory, do the following:

1. Go to www.supraekey.com.
2. Click **Agents-Log on to KIMweb**.
3. Select the name of your association or MLS from the dropdown list.
4. Enter your ActiveKEY serial number and four-digit PIN.
5. Click **Login**.
6. Click **Add new KeyBox** in the left-hand column under *KeyBox inventory*.
7. Enter the KeyBox serial number, shackle code, and the listing ID where the KeyBox is assigned, then click **Add**.

Once the KeyBox is added, KIM asks if you would like to view the KeyBox settings. Click **Yes** to view the settings or **No** to view a list of KeyBoxes in your inventory. Repeat the procedure to add more KeyBoxes.