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

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.