Assign a Listing to a Keybox
Updating Keybox Assignments on Supra WEB

If you have a keybox already assigned on Supra WEB, you can:
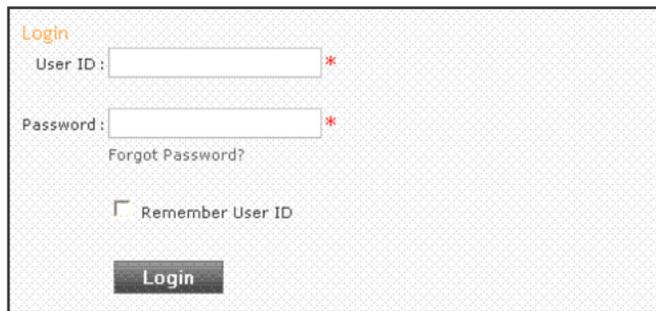- *Assign a listing to it*
- *Unassign it from a listing*
- *Assign a new listing to it*

Login to your Supra WEB

1) Go to the link below to go to Supra WEB Login:

https://ssologin.utcfireandsecurity.com/adfs/ls/?wa=wsignin1.0&wtrealm=https://supraweb.suprakim.com/kimweb/Login.mvc/&WHR=http://ssologin.utcfireandsecurity.com/adfs/services/trust

2) On the Login page, enter your **user ID and your Password**:

Note: If you have a listing already assigned to the keybox, you will need to unassign it first. Unassign your old listing (if necessary)
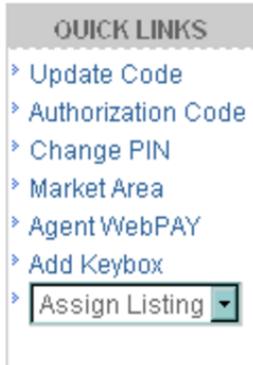
1. Click **on LISTINGS** in the top navigation bar
2. In the listing inventory, click on the **MLS #** you wish to unassign
3. On the left side of the screen, click the "**unassign Listing**" link and confirm it

Continue below

Assign the new listing ID

1. On the left side of the screen, click the **drop-down for Assign Listing**

2. Enter **the MLS number for the listing associated with that keybox** in the text field

3. Click **Assign**