

## How to add Supra reciprocity with GSMLS

Membership with GSMLS is required before reciprocity can be activated.

1. **Login** to <https://mls.gsmls.com/member/>
2. Navigate to **AGENT MGMT** or **OFFICE MGMT > SUPRA > COOP KEY**
3. A sample Agreement will display, **scroll down to the bottom and checkoff "I HAVE READ AND UNDERSTAND"** and click **CONTINUE**.
4. Enter your **Supra eKEY Serial #**
5. Enter your **eKEY Pin #**
6. **Select the MLS/Associate Name where you received your eKey from.**
7. Click **ACCEPT AND SIGN**
8. Scroll to the bottom and type your **First/Last Name and Date**
9. Click **SAVE**.
10. Your **Coop-Key application is NOW PENDING GSMLS APPROVAL**.

**\*\*\*Once GSMLS approves and processes your agreement, you will receive an email with instructions on how to update your eKey for use with GSMLS Keyboxes.\*\*\***