

## **To Request a Report from KIM Voice Access:**

- 1) Call 1-888-968-4032.
- 2) Enter your three digit area code.
- 3) When prompted, input your Dkey serial number found on back of key and your PIN code followed by the # on the telephone.
- 4) When KIM reads you a list of options press 5 on your phone.
- 5) Press 1 for a voice report or 2 for a fax report. Follow the instructions to receive the report. You must enter the KeyBox serial number and shackle code in order to receive a report.

## **To view Showing Activity information at the KIM website:**

- 1) Visit the agent website at [www.supraekey.com](http://www.supraekey.com)
- 2) Select Log on to KIM.
- 3) Select Dallas Association from the drop down list.
- 4) Login using your Key serial number found on back and PIN code.
- 5) Select the SHOWING ACIVITY link.
- 6) Select the date range and/or KeyBox serial numbers for the report.