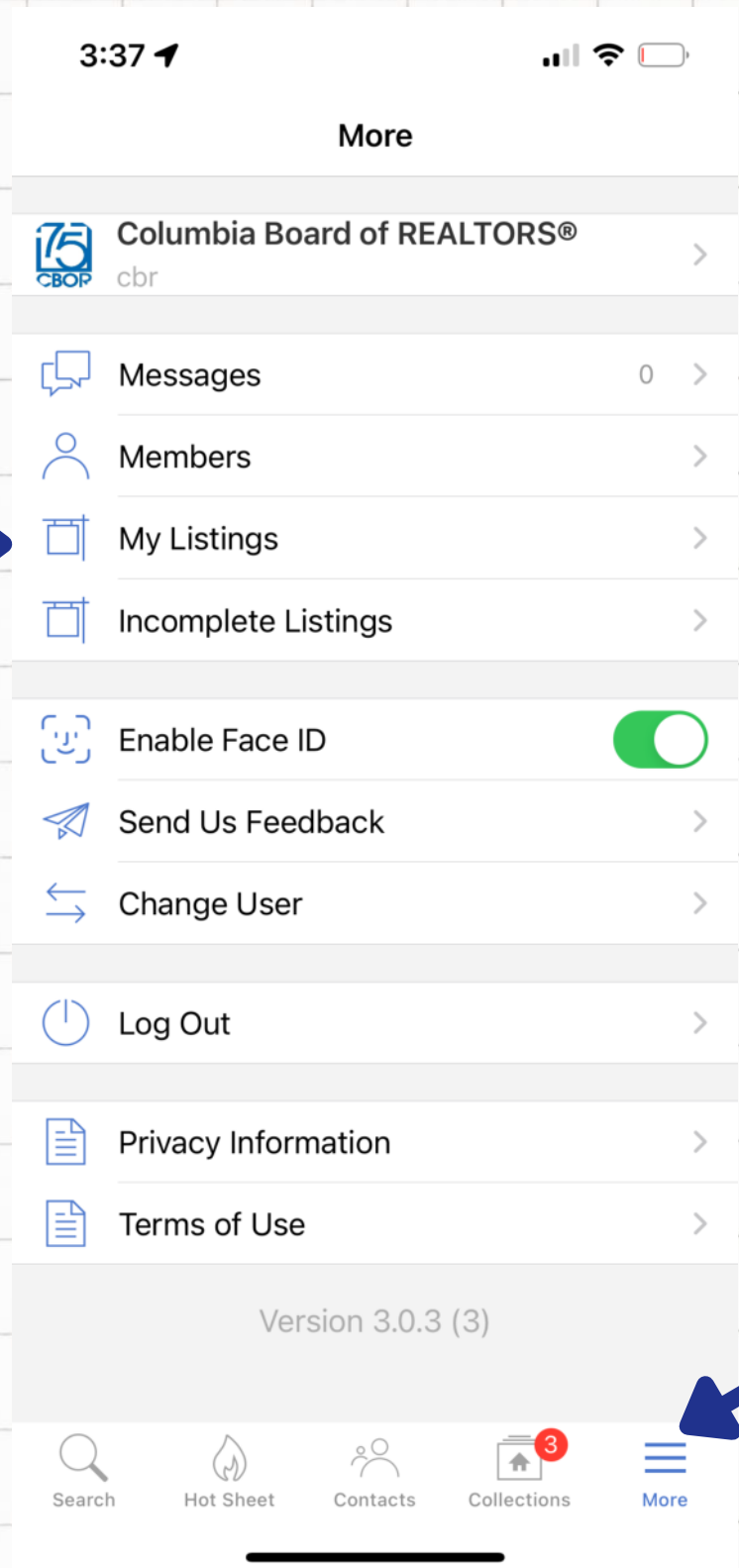


Assigning Listings to Supra Lockboxes via the FlexMLS Pro App

Step 1: Login to the FlexMLS Pro App

Step 2: Select "More"

Step 3: Select "My Listings"





Step 4: Select the Listing from the list that you wish to assign to a Lockbox






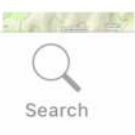
3:37

< More My Listings

☰ ☐ 🔍

☰ Status >

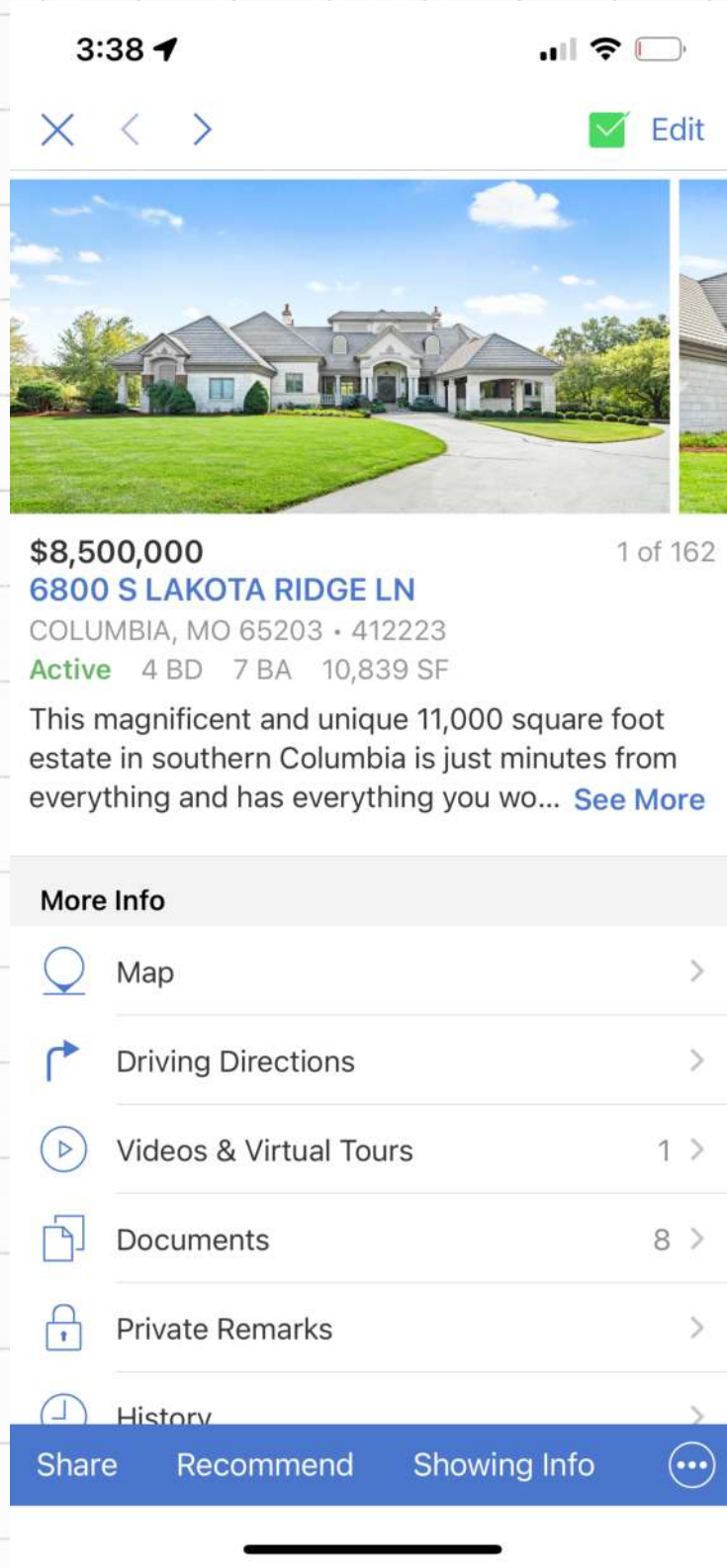
2,068 Results

-  **\$8,500,000**
6800 S LAKOTA RIDGE LN
COLUMBIA, MO 65203 • 412223
Active 4 BD 7 BA 10,839 SF
-  **\$8,500,000**
S LAKOTA RIDGE LN
COLUMBIA, MO 65203 • 412248
Active
-  **\$8,500,000**
S LAKOTA RIDGE LN
COLUMBIA, MO 65203 • 412249
Active
-  **\$6,549,000**
6606 E SUGAR GROVE RD
COLUMBIA, MO 65201 • 410609
Active
-  **\$5,960,000**
700 GREEN BLVD
MEXICO, MO 65265 • 411598
Active
-  **\$5,720,000**

🔍 Hot Sheet 👤 Collections ³ ☰ More








Step 5: Select the "Edit" option at the top right.






Step 6: Select "Supra Functions"

3:37    

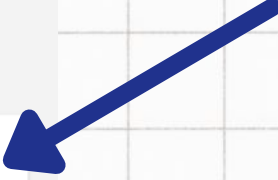
 Search

 Edit Listing

Change Residential Listing 412223

6800 S LAKOTA RIDGE LN, COLUMBIA, MO 65203

General

Supra functions > 


Status

Remove Listing >

Add/Remove Contingency >

Extend or Expire Listing >

Pend Listing (Under Contract) >





Step 7: Enter the Supra Lockbox Serial # and 4-digit shackle code & select "Assign"

3:37

Edit Listing

Use Supra System

[Assign](#) [Remove](#) [Activity](#) [Settings](#)

[Log Out Of Supra](#)

Listing ID

[Get Listing Data](#)

[Edit Listing](#)

Listing agent ID

Serial number

Shackle code

Address

City

State

