



**SUPRA NEW HAMPSHIRE  
OR VERMONT FORM**

Revised 3/6/2020

Complete this form if you would like to use your DisplayKEY, ActiveKEY, or eKEY in New Hampshire or Vermont.

Agent / Keyholder Name: \_\_\_\_\_ Agent ID: \_\_\_\_\_

Please provide your NH or VT License #: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_



DisplayKEY Serial #: \_\_\_\_\_ Pin Code: \_\_\_\_\_  
or



ActiveKEY Serial #: \_\_\_\_\_ Pin Code: \_\_\_\_\_  
or

eKEY Serial #: \_\_\_\_\_ Pin Code: \_\_\_\_\_

Agent / Keyholder Email Address: \_\_\_\_\_

Fax or email the completed form (and any other required paperwork listed above) to MLS Property Information Network, Attention: Jeannine Ellis at 508-936-1424 or [jellis@mlspin.com](mailto:jellis@mlspin.com). MLS PIN will forward your request to New Hampshire or Vermont. Please allow up to three (3) business days. You will be contacted at the above telephone number when your key is ready to be used in New Hampshire or Vermont.

Supra programmed the keys in MLS PIN to open Key Boxes in Cooperating systems. All Keys are programmed to update first for MLS PIN, then New Hampshire or Vermont through the eSync process. The eSync determines the Key's Update Status, not the KeyBox.

**NOTE: All agents that are accessing New Hampshire or Vermont for the first time should perform two (2) consecutive Manual eSyncs initially.**

If the Agent is not near a Cradle to perform the eSync, the agent can request Update Codes through KIM voice. The KIM number is toll-free: 1-888-968-4032. The Agent must first request an Update Code update for MLS PIN, then New Hampshire or Vermont. Both Update Codes must be entered for the Keys to open Key Boxes in both Key systems. Update Codes are also available on KIM web at [www.supraekey.com](http://www.supraekey.com).

**REMINDER:**

Supra's Customer Service Department is available to you 8:00 am to 10:00 pm EST, seven days a week at 1-877-699-6787.