



Please complete this form if you would like to use your dKey or eKey in Vermont.

VREIN – Vermont

Agent / Keyholder Name: _____ Agent ID: _____

Please provide your VT license #: _____ Expiration date: ____/____/____
(You must hold a current & active Vermont license)

Office Name: _____ Office ID#: _____

Office Address: _____

Office Telephone #: _____ Office Fax #: _____

dKey Serial #: _____ Pin Code: _____
or

eKey Serial #: _____ Pin Code: _____

Agent / Keyholder Email Address: _____

Fax completed form (and any other required paperwork listed above) to MLS Property Information Network
Attention: Jeannine Ellis at 1-508-936-1424. MLS will forward your approved request to VREIN in 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 Vermont.

Please see instructions on next page.

INSTRUCTIONS BELOW FOR EVERYONE ACCESSING VREIN – Vermont:

GE/Supra has not programmed the keys in MLSPIN to open KeyBoxes in Cooperating systems. All Keys wishing to be added as cooperating with Vermont need to be programmed in person on a base. Once the paperwork process is complete and the key has been modified to include the VT system code, then the keys will update for MLSPIN, then Vermont through the eSYNC process. The eSYNC determines the Key's Update Status, not the KeyBox.

eKEYs perform an automatic, daily eSYNC between midnight and 6 a.m. Simply place the eKEY on the Cradle before midnight, and the Key will update, charge and deliver messages. The first message indicates the eKEY's Update Status. However, if the key did not perform the automatic eSYNC, an Agent can perform a manual eSYNC anytime. To perform a manual eSYNC:

1. Open the eKEY Shell.
2. Turn on the handheld computer.
3. Tap on the icon eSYNC.
4. Place the eKEY in the Cradle. The light on the Cradle will be green.
5. Tap on the word eSYNC between the two large arrows.
6. The light on the Cradle will turn red.
7. When the light returns to green, the first message will indicate the eKEY's Update Status. The key is then ready to open KeyBoxes in MLSPIN and Vermont.

DisplayKEYS (Dkeys) need to perform a Manual eSYNC **THE DAY OF THE SHOWING** to access Vermont. Agents can perform a manual eSYNC anytime. To perform a manual eSYNC:

1. Press Enter on the DisplayKEY.
2. Scroll down to Manual eSYNC.
3. Press Enter.
4. Place the DisplayKEY in the Cradle. The light on the Cradle will be green.
5. The light on the Cradle will turn red.
6. When the light returns to green, a message will indicate the DisplayKEY's Update Status. The key is then ready to open KeyBoxes in MLSPIN and Vermont.

NOTE: All agents that are accessing Vermont for the first time should perform two (2) consecutive Manual eSync's initially – Then follow the instructions above or below for future use. Keys will only update after you're completed this form and been contacted by MLS PIN staff confirming that.

If the Agent is not near a Cradle to perform the eSYNC, the Agent can request Update Codes through KIMvoice. The KIM number is toll free: 1-888-968-4032. The Agent must first request an Update Code update for MLSPIN, then VREIN (Vermont). Both Update Codes must be entered for the Keys to open KeyBoxes in both Key systems. Update Codes are also available on KIM web at www.suprakey.com. Emergency update codes are issued only once between eSYNCS.

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