



What is a “CBS” Code? How do I find them?

Our Affiliate Members (home inspectors, pest control, etc) who have Supra lockbox access are **REQUIRED** to enter a “CBS” (Call Before Showing) code into their key, in addition to their pin. Without this additional code, they cannot gain access to the property.

For security reasons, the Association is not allowed to provide this code to them. If they call the Association for this information, we refer them to the listing agent to obtain this information. As the listing agent is responsible for the property, he/she must provide this information to them directly.

The simple step-by-step instructions are below. Each lockbox contains a different CBS code and all agents need to know where to obtain this information.

If you need assistance please call the Association and we will walk you through the steps. If the Association is not open, Supra can also assist you at 877-699-6787.

The steps to obtain the CBS code:

- Open the Supra App
- Click on “My Keyboxes”.
- From your list of lockboxes, select the lockbox for which you need the CBS Code; then click on it.
- In the center of the screen you will see “Program Keyboxes”.
- The CBS code should be visible in the list.
- Provide the number to the Affiliate member needing the code. That’s all they need.

That’s it! Simple!

