



HOW TO CHANGE YOUR SENTRICARD® PIN

You'll use your PIN and SentriCard® to operate lockboxes in your Association. For security purposes, you should keep your pin private and NEVER write in on your SentriCard®

Use the following instructions to change your PIN:

1. Use the **SentriLock Card Utility** to login to the **REALTOR® Lockbox Web Site**. Insert your SentriCard® into the card reader attached to your PC or your Broker's office PC. The **SentriLock Card Utility** will display the **Login** window. If the SentriLock Card Utility does not display the **Login** window, click **Start | Programs | SentriLock Card Utility | SentriLock Card Utility**. The SentriLock Card Utility will detect your ID and fill in the **SentriLock ID** field automatically. Enter your password in the **Password** field. Click **Login** to access the **Main Menu** window.
2. In the **Card Functions** pane, click **Change SentriCard® PIN**.
3. On the **Change PIN** window enter your new PIN in the **New PIN** and **Confirm New PIN** fields.
4. Click **Save Changes**.
5. Remove your SentriCard® from the card reader and insert it into a lockbox.
6. After the lockbox displays the **CODE** light, enter your new PIN and press **ENT**. If the lockbox displays the **READY** light, your new PIN is working. If the lockbox alternates the **CODE** and **ERROR** lights, you entered an incorrect PIN.