



ASSIGNING A LOCKBOX TO A LISTING

When assigning a lockbox to a listing, it's best to be near a card reader and your computer. This allows you to double check that the assignment was successful before you hang the lockbox on the listing.

To Properly Assign A Lockbox To A Listing:

1. Insert your (the Listing Agent's) SentriCard into the lockbox
2. Enter the 4-digit **PIN#** and press **ENT**
3. Press **FUNC + 1 + ENT** to release the shackle (set shackle aside - **do not** put it back in the lockbox until you are physically at the listing attaching the lockbox to the property)
4. Press **FUNC + 2 + the house# or MLS# + ENT** which assigns the lockbox to a specific property
5. Press **FUNC + 3 + ENT** to open the key compartment and place the house keys inside (if you do not have the house keys at this time, you can *SKIP* Step 5)
6. Renew your SentriCard in a Card Reader
7. Login to www.sentrilock.com using your K# and MLS password, then click the **My Lockboxes** tab
8. Find the serial number for the lockbox you just assigned to your listing and verify it says "Borrowed By:" your name. If it does not, repeat Step #4-7

If you do not assign a lockbox using the above steps, verifying that the lockbox is **Borrowed By** the Listing Agent, some of the lockbox features will not work properly (i.e. 1-Day Codes) and you will not be able to remove the shackle when it comes time to remove the lockbox from the property.