



ASSIGNING A LOCKBOX TO A LISTING

Assigning a lockbox to a listing can be easy. Follow one of these three ways to assign a lockbox to a listing:

- SentriCard Utility or the REALTOR Lockbox Website
- Keypad of the lockbox along with your SentriCard
- SentriSmart app

SentriCard Utility:

1. Insert your SentriCard into a SentriCard Reader attached to your computer. This will prompt the SentriLock REALTOR® Lockbox Website to appear with the login screen. Enter your password and click login.
2. From the **Edit Lockbox** window, click the **Select** button next to the Listing
3. Use the **Select Listing** window to select the listing you'd like to assign to the lockbox you selected. You can use the **Search** bar to search for a specific listing. After you select a listing, click **OK**
4. Click **Save Changes**

Lockbox keypad:

1. Insert your SentriCard into the lockbox. Press your **PIN + ENT**
2. You can use either one of the following commands to assign a lockbox to a listing
 - A. **FUNC + 2 + MLS Number + ENT**
 - B. **FUNC + 2 + Numeric Portion of the Listing's Address + ENT** (i.e. listing address of 123 Main St, you enter **FUNC + 2 + 123 + ENT** to assign a lockbox to a listing)
3. When complete, renew your SentriCard at a SentriCard Reader to update all information on SentriLock

SentriSmart App:

1. Log into the SentriSmart app on your smartphone
2. Tap on the **Lockbox Tools** tab at the bottom of the application
3. Tap on the lockbox serial number you want to assign to a listing address
4. Tap on the **Assign to Property**
5. Choose a property from the **Properties** list
6. Choose an **Assignment Date**
7. Tap the **Assign to Property** button.
8. You will receive a message telling you the lockbox has been successfully assigned to the listing address