



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:

- SentriLock Website
- SentriKey App

SentriLock Website:

1. Log into SentriLock.com
2. Select My Lockboxes
3. Search for lockbox serial number
4. Select the Serial Number

Search Field	Search Type	Search Value				
Serial Number	begins with	1485761	Search	Clear Search		

LOCKBOXES						
Company	Lockbox Owner	Serial Number	Last Battery Replacement	Firmware Version	Warranty Expiration	Location
Greater Kalamazoo Association of REALTORS (kgkar)	Bartlett, Sam (k103725)	01485761	9/5/2017	50.50	4/20/2025	Unassigned

5. Select **Select...**

EDIT LOCKBOX	
Lockbox	
Serial Number	01485761
Listing	Unassigned Select...
Lockbox Settings	

6. Enter the Listing Agent name and select **Search**
7. Choose the correct Agent and property address
8. Select **Submit Changes**

Search					
Search Field	Search Type	Search Value			
Listing Agent	begins with	Sam Bartlett	Search	Clear Search	

LISTINGS					
	Region	MLS Number	Listing Agent	Address	Assigned Lockbox
<input type="radio"/>	Greater Kalamazoo Association of REALTORS		Sam Bartlett	5830 Venture Park Kalamazoo, MI	01491770

Your "Page Behavior" preference is currently set to display results without performing a search.
[Click here to change your "Page Behavior" preference.](#)

Submit Changes Cancel

9. Select **Save Changes**

SentriKey App:

1. Log into the SentriKey app on your smartphone
2. Select on the hamburger icon

3. Select **My Lockboxes**
4. Select on the lockbox serial number you want to assign to a listing address
5. Select **Assign / Unassign Property**
6. Choose a property from the **Select a Property** list
7. Choose a date for **On Listing Since**
8. Select the **Assign to Property** button.
9. You will receive a message telling you the lockbox has been successfully assigned to the listing address