



## CREATING 1 DAY CODES

You can use **SentriLock's** web site to create or find 1 Day Codes or the **SentriSmart** App.

**Use the following instructions to create 1 Day codes at [www.SentriLock.com](http://www.SentriLock.com):**

1. Login to SentriLock's website using your MLS Login and password
2. Click the **Add 1 Day Codes** button on the left-hand side of the Home page
3. If the **Agent** field appears on the **Add 1 Day Codes** window, click the **Select** button to select your name. This will generate a generic 1 Day Code that will work on any Lockbox where your name appears as "Borrowed By".
4. If the **Lockbox** field appears on the **Add 1 Day Codes** window, click the **Select** button to select a specific lockbox to generate a 1 Day Code for. This will generate a generic 1 Day Code that will work in one specific Lockbox where your name appears as "Borrowed By".
5. Select a date or date range from the **Date(s) Valid** calendar. Selecting a date range will allow you to generate a 1 Day Code for each date within the range.
6. Click the **Generate Codes** button to create the 1 day codes.
7. Type the name of the person you are providing the 1 Day Code to and any contact information you would like to show in the Access Log once the 1 Day Code has been used.
8. Click the **Save Changes** button at the bottom of the page.

**Use the following instructions to create 1 Day codes on the SentriSmart App**

1. Open the SentriSmart App on your mobile device
2. Tap the **Lockbox Tools** icon at the bottom of the screen
3. Tap on the Lockbox serial number/listing address you need a 1 Day Code for
4. Tap on the **Get One Day Code** option
5. Select a date you need the code for
6. Enter a name of the person you are providing the 1 Day Code to into the **Assigned To** field
7. Enter your SentriCard PIN#
8. Tap the **One Day Code** button and the code will be displayed along with instructions for using it
9. Tap the **arrow** in the top right corner of the screen to email or text message the 1 Day Code to someone