



## CREATING 1 DAY CODES

1 Day codes may be provided to individuals that do not have SentriLock access. This is temporary access for the user to be used only on the day selected. You can use **SentriLock's** web site to create or find 1 Day Codes or the **SentriKey** 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 SentriKey App**

1. Open the SentriKey App on your mobile device
2. Select the hamburger icon
3. Select **My Lockboxes**
4. Select **Get One Day Code**
5. Search and select the lockbox serial number you need a 1 Day code for
6. Enter the name of the individual that will be receiving and using the 1 Day code
7. Select the date the code is needed
8. Select **Get One Day Code**
9. Enter **PIN**
10. Share the 1 Day code as needed
11. Select **Done**