

How to add a box to a listing

Using the server

- ❑ Put your card in the reader or log in to the website
- ❑ Login (not renew)
- ❑ Click my lock boxes
- ❑ Search for a particular box using the serial number
- ❑ Select that box
- ❑ Click select next to the listing selection
- ❑ Search for the listing
 - You can search by MLS number, Address, or Agent
- ❑ Select listing and click ok
- ❑ Show how long it's been on a listing
- ❑ Save changes

Assign from the box

- Insert card
- Input pin
- Enter

Then you can do one of two things:

- Function + 2 + MLS Number + Enter
- Function + 2 + Numeric Portion of address + Enter

Using option 2 will allow you to borrow the box and assign it to a listing.

How to Borrow a Lockbox

If you are an individual agent (ie not a BIC) and you are borrowing a lockbox from your broker:

- You get the box that you want assigned to you
- Put your key in the box, enter you pin code, hit enter and then FUNC 6 2 enter.
- The box will beep and say ready.
- This box now belongs to you and you may generate one-day codes and use your contractor codes.

To use your contractor codes:

- You must insert your card into the box, enter your pin, hit enter, and then press 6 1 enter.
- Your contractor codes are now turned on.

Please remember that these codes are meant to be used by contractors only. Please do not use these codes as one-day codes. By doing that you are taking away the security feature of this box. Contractor codes cannot be tracked except for the contractor that you give them to. One-day codes are meant for those that cannot gain access because they do not have a Sentricard.

To issue a one day code:

- Insert your card into the card reader
- Enter your password and click LOG IN
 - If you press enter you will renew your card and this will not help you with one day codes
- After you are logged in click on the tab “Add 1 day codes”
- Choose the lock box that you wish to assign one day codes to
 - A screen will pop up with a list of your lock boxes, choose the one you want
 - Scroll down and click generate codes
 - A list will appear
 - You can print this and take it with you for the day