

Office Staff Training

Log into SentriKey Website

- Go to SentriLock.com
- Click on login
- Enter your email address and Password that you set up

View Office Inventory of Lockboxes

- Click on **Lockboxes**
- This will display a list of all the lockboxes in your office and their owner and what listing they are on.

How to assign a Listing to a Lockbox

- Click on **Lockboxes**
- In the search field pick Serial number, in the Search Value put the serial number of the lockbox, click search
- Click on the lockbox you want to assign the listing to.
- Click on the Select button and select the listing from the drop down list and press save changes.

View Access Log via the SentriKey Website

- Click on **Lockboxes**
- Enter Serial Number of Lockbox or Agent name
- Click **View**
- Select **Date Range**
- Click **View Log**

How to assign a SentriConnect Access for an out of area Member

- Click on **SentriConnect**
- This will display any SentriConnect that have already been assigned
- Click on **Grant SentriConnect Access** in the upper left corner
- Enter the Email Address of the out of area Member
- Click **Select** to find the lockbox you want to grant access to
- Click the radio button and submit changes
- Select the start and end time of the showing
- Select Grant Access

How to assign a One Day Code via the SentriKey Website

- Login to **SentriLock.com**
- Click **Add 1 Day Codes** in the column on the left
- Click **Select** to enter the Lockbox Serial Number
- Search by Serial number, Contains or Agent Last Name, Contains

- Select the correct Lockbox
- Click **Submit Changes**
- Enter **Valid Date** (1 day only!!)
- Click **Generate Codes**
- Enter Listing Address/Name and Assign
- Click **Save Changes**

Help/Support

- 1-877-736-8745 for Agents
- Connect to the Live Support Program/IM
- www.sentrilock.com/help
- www.youtube.com/sentrilock1