

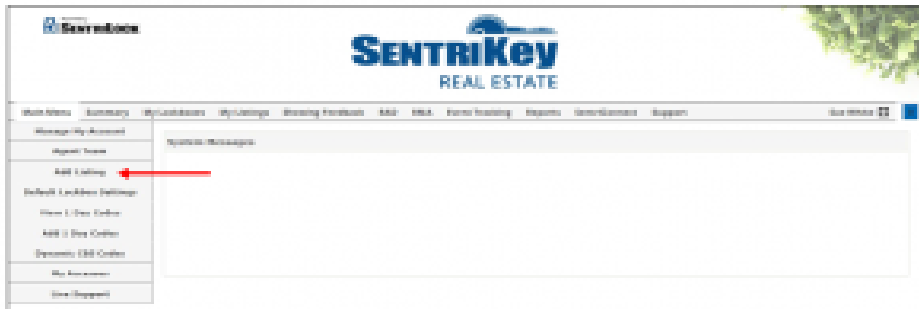
SENTRILOCK: ADDING A LISTING IE. EXCLUSIVE

ADD A LISTING

Before you can assign your lockbox to one of your listings, you must add the listing to your online account.

Note: Usually, your listings are imported by MATRIX.

1. On the Main Menu, click Add Listing:

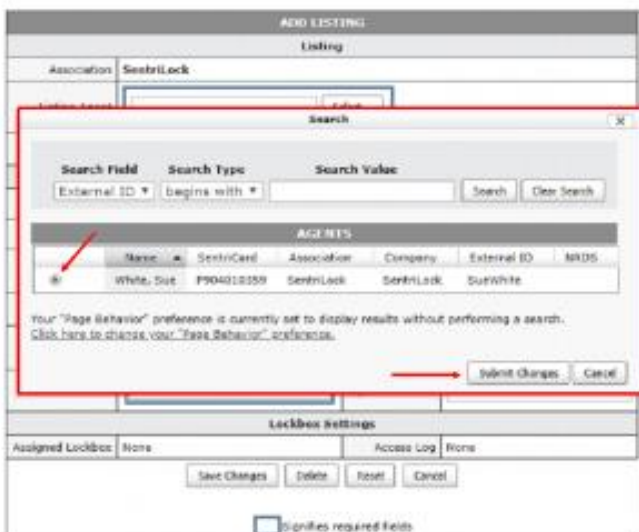


2. The Add Listing screen will be displayed. To designate the Listing Agent (in this scenario, it's you), click Select:



Listing	
Association	SentriLock
Listing Agent	<input type="text"/> <input type="button" value="Select..."/>
MLS Number	<input type="text"/>
Address	
Country	US - United States
Time Zone	EDT - Eastern Daylight Saving Time
Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	OH - Ohio
Dip/Postal Code	<input type="text"/>
Lockbox Settings	
Assigned Lockbox	None
Access Log	None
<input type="button" value="Save Changes"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	
<input type="checkbox"/> Signifies required fields	

3. The Agents popup screen will be displayed. Click the button next to your name and click Submit Changes:



Listing	
Association	SentriLock
Listing Agent	<input type="text"/> <input type="button" value="Select..."/>
MLS Number	<input type="text"/>
Address	
Country	US - United States
Time Zone	EDT - Eastern Daylight Saving Time
Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	OH - Ohio
Dip/Postal Code	<input type="text"/>
Lockbox Settings	
Assigned Lockbox	None
Access Log	None
<input type="button" value="Save Changes"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	
<input type="checkbox"/> Signifies required fields	

Search

Search Field	Search Type	Search Value
External ID	begins with	<input type="text"/>

Name	SentriCard	Association	Company	External ID	NRDS
White, Sue	P90402859	SentriLock	SentriLock	SunWhite	

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

4. The Add Listing screen will be displayed again, showing you as the Listing Agent. Enter the remaining information and click Save Changes:

ADD LISTING	
Listing	
Association	SentriLock
Listing Agent	<input type="text" value="Sue White"/> <input type="button" value="Select..."/>
MLS Number	<input type="text" value="246890"/>
Address	
Country	<input type="text" value="US - United States"/>
Time Zone	<input type="text" value="EDT - Eastern Daylight Saving Time"/>
Address	<input type="text" value="77 Sunset St."/>
Address Line 2	<input type="text"/>
City	<input type="text" value="West Chester"/>
State	<input type="text" value="OH - Ohio"/>
Zip/Postal Code	<input type="text" value="45069"/>
Lockbox Settings	
Assigned Lockbox	<input type="text" value="None"/>
Access Log	<input type="text" value="None"/>
<input type="button" value="Save Changes"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	
<input type="checkbox"/> Signifies required fields	

5. You'll receive a message across the top of the Main Menu confirming that your listing information has been updated:

