

Customizing a Lockbox to Work in Another Region

To assign a lockbox outside of York & Adams Counties, the property **must first appear in Sentrilock**.

Automatic Population: Listings automatically populate to Sentrilock only if they are in an **Active** status in **Bright MLS**.

Manual Addition: If your listing is not showing in Sentrilock, you will need to manually add it before proceeding.

Step 1: Manually Add a Listing in the Sentikey App

- 1 Open the Sentikey App on your phone.
- 2 Tap the hamburger menu in the top left corner.
- 3 Select My Listings.
- 4 Tap the plus (+) icon to add a new listing.
- 5 Enter the property details and select Add New Listing at the bottom of the screen.

Step 2: Assign the Lockbox

You can assign the lockbox either **from the app** or **from the website**.

Option A: Customizing from the App (Upon Shackle Release)

- 1 Release the shackle on the lockbox.
- 2 Select Assign to Property.
- 3 Choose the property from your listing list.
- 4 If reciprocity applies, you will see a screen titled 'Select a Region.'
- 5 Choose the region and tap Next.
- 6 Confirm the assignment to finalize.

Option B: Customizing from the Website (Unassigned Lockbox)

- 1 Log in and go to My Lockboxes.
- 2 Search for your lockbox by serial number.
- 3 Click on the serial number in your results.
- 4 Enter the listing address to select the property.
- 5 Enter the installation date of the lockbox.
- 6 From the drop-down, select the region where you want to place the lockbox.
- 7 Click Save.
- 8 Open the key compartment of the lockbox to process the updated region settings.

■ Your lockbox is now assigned and customized to the correct region.