flexmls *Tip!*

How to Authorize SentriConnect

Created June 2018

SentriConnect is a smartphone app that provides a non-SentriCard user access to open the key compartment of a Bluetooth lockbox. The listing agent/lockbox owner will grant access to the user to enter their lockbox(es). SentriConnect access to a lockbox's key compartment will be displayed within the Listing Agent/lockbox owner's lockbox access log, allowing more secure tracking of their lockbox activity.

Set-up Instructions by User Type (Existing or New)

Existing User

Use the following steps if you are a listing agent/lockbox owner who needs to authorize an existing SentriConnect user on an Apple device:

1. Log into the SentriSmart application.

2. Go to the **Lockbox Tools** tab.

3. Search for the listing address/lockbox serial number to which you would like to grant access.

4. Tap on the listing address/lockbox serial number.

5. Tap on the **Grant SentriConnect Access** option.

6. Enter the following information for the SentriConnect user:

- Email address

- Phone number

- Start time

- End time

7. Tap on **Grant Access**.

8. Enter your PIN and tap the **Grant Access** button.

9. You will receive a confirmation message. Tap **OK**.

New User

Use the following steps if you are a Listing Agent/lockbox owner that needs to authorize a new user on an Apple device:

1. Follow steps 1-6 from above.

2. Tap the **Grant Access** button and enter your PIN.

- Since you are a new user, you will be prompted if you would like to invite the new user to use SentriConnect.

- Tap the **Send Invite** button.

- After receiving confirmation that you have successfully invited the new user, tap **OK**.

If you have an idea for a tip you'd like to share, please email SamB@gkar.com with your suggestion.