

## flexmls Tip!

*Use the SentiSmart App to Assign a Lockbox to a property*

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What's the simplest way to assign a lockbox? Use the SentiSmart mobile app!  
Follow these steps to quickly and easily assign a property.

### If the property appears in the SentiLock system:

1. Log in to your SentiSmart mobile app on your smartphone.
2. Tap on the **Lockbox Tools** tab at the bottom of the application.
3. Tap on the lockbox serial number that you want assigned to a listing address.
4. Tap on **Assign to Property**.
5. Choose a property from the **Properties** list.
6. Choose an **Assignment Date**.
7. Tap the **Assign to Property** button. You will receive a message telling you the lockbox was successfully assigned to the listing address.

### If the property does not appear in the SentiLock system:

1. First, follow steps 1-4 above.
2. Choose **Can't find property?**
3. Enter the numeric portion of the house number or the MLS number in the **Pending Assignment**.
4. Select **OK**.
5. Choose the **On Listing Since** date.
6. Tap the **Assign to Property** button. A notification of **Pending Assignment** will appear.
7. Choose **OK**. When the property is found in SentiLock, you will receive a notification that the assignment has matched successfully.

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

