ANN ARBOR AREA BOARD OF REALTORS®

3 Ways to Assign a Lockbox

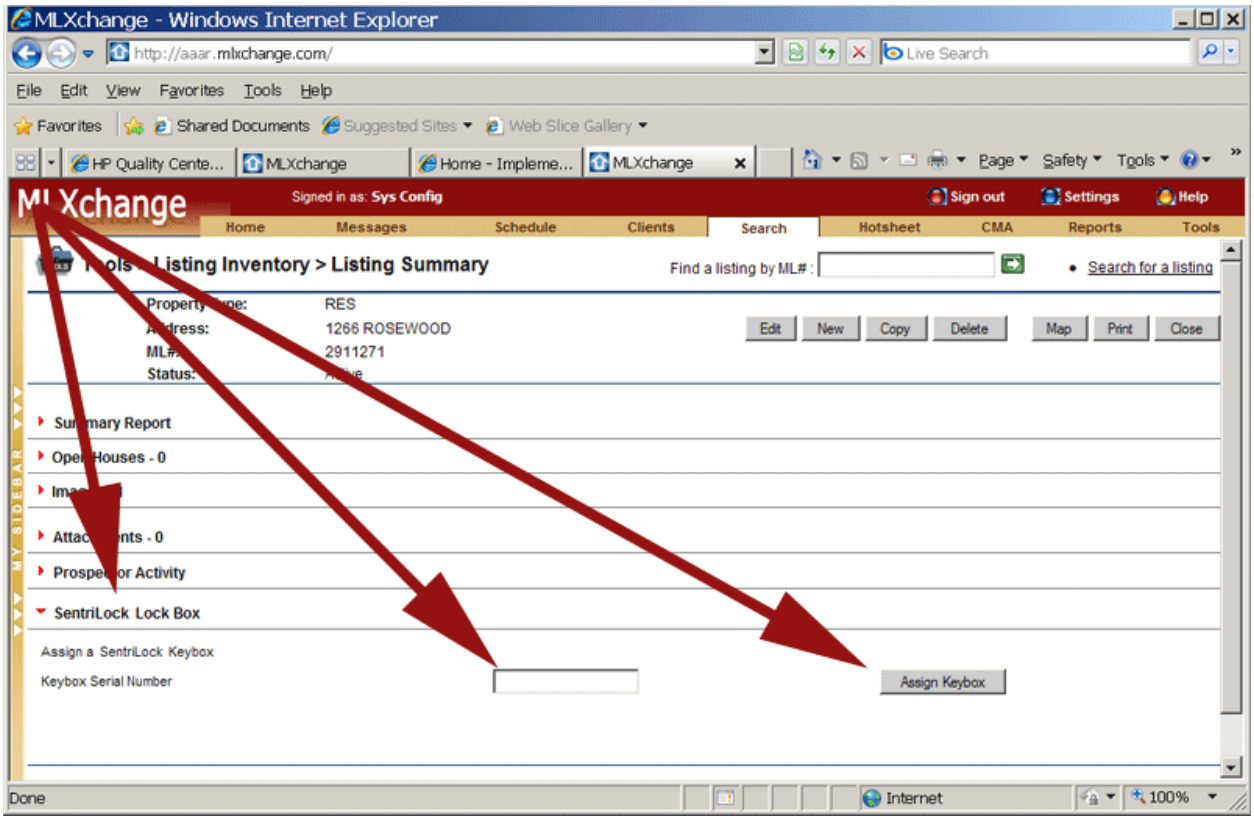
Assign a Lockbox from MLXchange

Assign a Lockbox from the Box

Assign a Lockbox from the SentriLock Website

Assign a Lockbox from MLXchange

- From the Listing Summary Page, simply click the SentriLock Lockbox link, then enter the lockbox serial number and the "Assign" button.



Web Site – http://AAABoR.com ● e-mail:REALTORS@AAABoR.com
1919 West Stadium Boulevard, Ann Arbor, Michigan 48103 ● (734) 761-7340 ● Fax: (734) 747-7377

ANN ARBOR AREA BOARD OF REALTORS®

Assigning a Lockbox to a Listing from the Box at a House

- Insert Smart Card into box
- Select PIN (****)
- Press ENT

Do Not Remove Card!

- Press FUNC
- Press 1
- Press ENT

When you see the green Ready light –

- Remove Shackle
  (Important Note: Be sure to hang on to the lockbox as the shackle comes out of the box completely)
- Press FUNC
- Press 2
- Select the MLS (*******) or address number
- Press ENT
  The lockbox will now display with the home's address in the website reports section
- Press FUNC
- Press 3
- Press ENT
  When you see the green Ready light, open the key compartment. When you have the necessary items in the key compartment, close the key compartment
- Place the lockbox on the house and Replace the Shackle
- Remove your Smart Card

Web Site – http://AAABoR.com ● e-mail:REALTORS@AAABoR.com
1919 West Stadium Boulevard, Ann Arbor, Michigan 48103 ● (734) 761-7340 ● Fax: (734) 747-7377

ANN ARBOR AREA BOARD OF REALTORS®

Assigning a Lockbox to a Listing from the SentriLock Website

- Go to www.SentriLock.com
- Type your Login ID (the same as your MLXchange Login)
- Type your password (found on your card carrier sheet until you change it)
- Click the My Lockboxes tab (see fig. 1.1)
- Click on the Serial Number of the lockbox you wish to assign (see fig. 1.1)
- Click the Select button (see fig. 1.2)

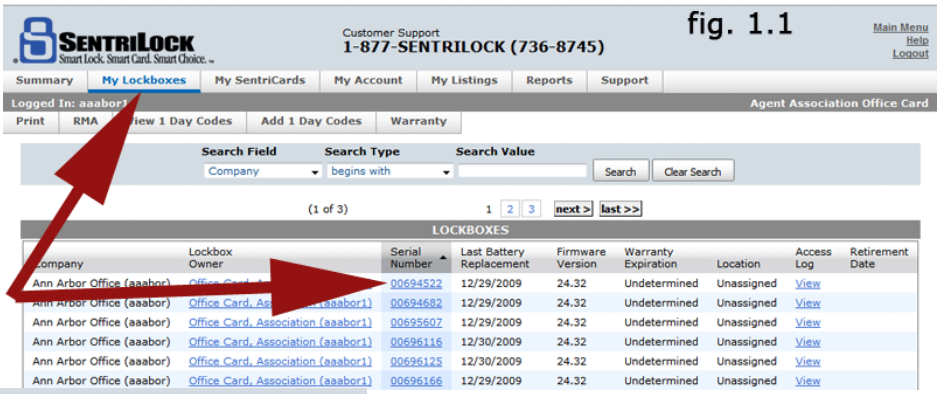


fig. 1.1

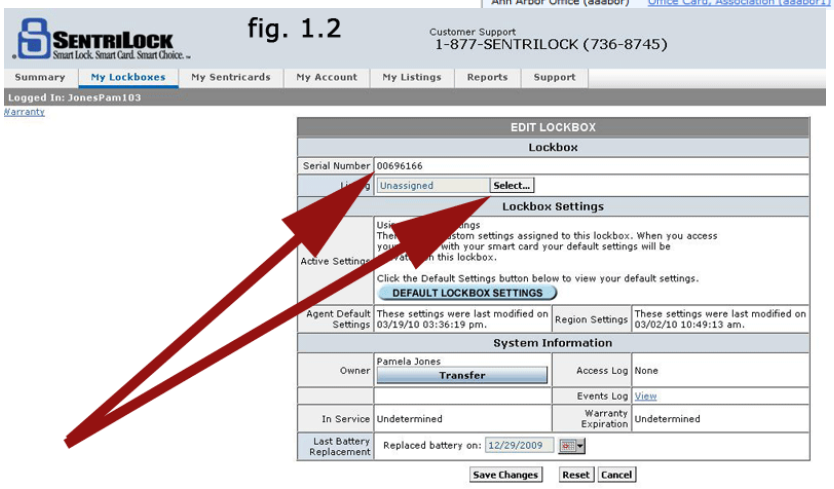


fig. 1.2

- Select the appropriate listing (see fig. 1.3.)
- Click the OK button
- Click the Save Changes button

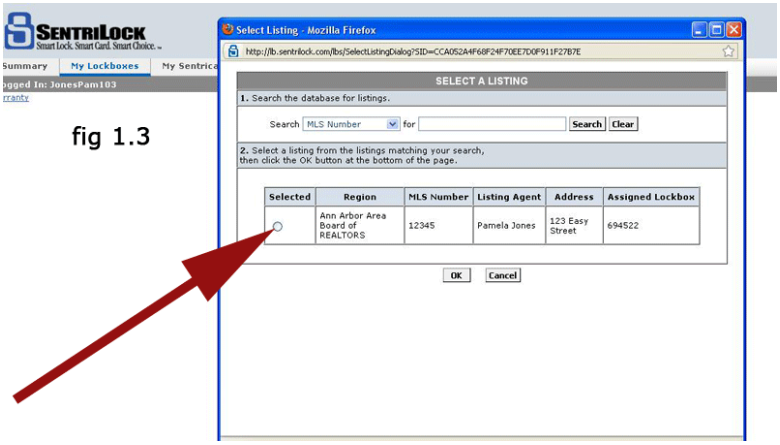


fig 1.3

Web Site – http://AAABoR.com ● e-mail:REALTORS@AAABoR.com
1919 West Stadium Boulevard, Ann Arbor, Michigan 48103 ● (734) 761-7340 ● Fax: (734) 747-7377