



## Agent Teams

SentriLock's Agent team capabilities allow you to 'marry' your Agent Team. The Agent team concept works by letting the lockbox owner grant (or later revoke) their owner privileges to another Agent or their Assistant.

You can use the following instructions to 'marry' your Agent Team.

1. Log in to the **REALTOR® Lockbox Web Site**. To access the Web site, use your Web browser to access:

`http://lockbox.sentrilock.com/lbs`

You will need your **SentriLock ID** and **Password** to log in to the Web site.

Note: if you received a SentriCard® your **SentriLock ID** and **Password** appear on the Card Carrier Sheet you received with your SentriCard®. If you do not have a SentriCard®, contact SentriLock Support at 877-736-8745 for assistance in setting up your **Password**. Please have your PAAR Member ID available when calling (if you do not know it call PAAR).

2. From the **Main Menu** on the Web site, click **Agent Team**.
3. From the **Agent Team** window, click **Add Team Member**.

| ADD AGENT TEAM MEMBER  |                                |
|------------------------|--------------------------------|
| Agent                  |                                |
| Agent                  | Adams, Denise                  |
| Team Member            |                                |
| Team Member            | <input type="text"/> Select... |
| Owner Privileges Since | N/A                            |

4. On the **Add Team Member** window, click the **Select** button in the **Team Member** field. On the **Select Team Member** window, select the Agent or Assistant you'd like to add to your team and click **OK**. You can use the **Search** bar on the **Select Team Member** window to search for an Agent or Assistant.
5. After you add a team member, they will be able to view your listing, lockbox and SentriCard® information. If the Agent or Assistant has a SentriCard®, they should renew / update their card to have ownership privileges to your lockbox(es).