

Adding a Team Member

Introduction

Agent team members can access other team members' lockboxes with ownership permissions. This means a team member can remove the shackle from a lockbox without using a shackle release code. In addition to having ownership permissions to lockboxes, team members can view and edit their team members' lockbox information in the **REALTOR® Lockbox Web**. Team members can also bypass the default lockbox access times and access the lockboxes owned by their team members at any time. This handout will give you instructions on how to successfully add a team member.

How to Add a Team Member

Use the following steps to successfully add a team member:

1. Login to the **REALTOR® Lockbox Web Site**, <http://www.sentrilock.com>.
2. Click on the **Agent Team** tab on the left-hand side of the **Main Menu**.
3. Click the **Add Team Member** tab in the top, left-hand side of the **Agent Team** page.
4. Click the **Select** button on the **Add Agent Team Member** window.
5. Fill in the radio button beside the name of the Agent you want to add to your team and click the **Submit Changes** button.
6. Click the **Save Changes** button on the **Add Agent Team Member** window.
7. Have the newly added team member renew their SentiCard® using a SentiCard® Reader.

Summary

If you need more information about adding a team member to your Agent team, contact SentiLock Support for further assistance.

Last update to this topic: March 22, 2013.