

Overview

Access by Appointment (ABA) requires REALTORS® to have an appointment in the SentriKey system to access a listing. ABA can be managed by using the SentriKey website or the SentriKey® Real Estate (SKRE) app.

When a listing is designated ABA, all access to that listing thereafter will require the listing agent to schedule an appointment for the access. When a listing is marked as ABA, only the listing agent can access the lockbox without an appointment. ABA is enabled on a listing basis not on a lockbox basis. Access to a listing with ABA enabled will only happen via the SentriKey Real Estate Mobile App. If a SentriLock user from a neighboring association has reciprocal access and would like to access your listing, they would simply use the SentriKey Real Estate mobile app.

For ABA to work efficiently, Call Before Showing (CBS) can no longer be used at the lockbox. ABA is a more robust way of controlling secured access to listings. It provides members the enhanced sense of security that CBS does, along with the added benefits of seeing who has been given access. Plus, it has the ability to restrict access to specific start and end times.

Note: ABA cannot be enabled until the listing is assigned a lockbox.

This document describes how to enable ABA and how to change SentriLock settings.



Turning on ABA Using the SentriKey Real Estate App

Turning on ABA when placing a Lockbox on a Listing

- 1. Log in to the app and tap the hamburger menu:
- 2. Tap Release Shackle.
- 3. Press the **ENT** button on the lockbox.
- 4. Enter your **PIN** and press **Release Shackle**.
- 5. After the shackle releases, tap Assign to Property.
 - 7:47 3:07 3:07 3:08 SENTRIKEY SENTRIKEY SENTRIKEY SENTRIKEY \bigcirc \bigcirc My Lockboxes Press the ENT button Enter Your PIN on the Lockbox Release Shackle 🧲 PIN Success! Assign/Unassign Property The shackle has been released Grant SentriConnect Access Release Shackle Get One Day Code Cancel Schedule Appointment The lockbox is not currently assigned to a property. Would Cancel Release Shackle **Property Access Settings** you like to assign the lockbox to a property? Call Before Showing Assign to Property **Contractor Mode** Leave Unassigned OR Take / Remove Ownership Get Shackle Release Code Update Firmware
- 6. Select the listing and tap Assign to Property.
- 7. Tap **Confirm** on the listing assignment.



- 8. On the Success! screen, tap More Settings and follow the prompts.
- 9. On the Access by Appointment screen, tap Turn On.



10. On the **Success!** screen, tap **Done**.





Turning on ABA when assigning a Lockbox to a Listing

- 1. Log in to the app and tap the hamburger menu:
- 2. Tap My Lockboxes.
- 3. Tap Assign/Unassign Property.
- 4. Select the desired lockbox.
- 5. Select the property.
- 6. Tap Assign to Property.
- 7. On the Success! screen, tap More Settings and follow the prompts.

SENTRIKEY REAL ESTATE		\odot	SENTRIKEY REAL ESTATE	0	SENTRIKCY REAL ESTATE	SENTRIKEY REAL ESTATE		
MyLockboyes		Lockbox SN: 01032323			1428 KIIICITY2 ave			
			14 Ross Avenue MLS #: N/A Lockbox SN: 00668750 1460 Forester Rd MLS #: 999888777 Lockbox SN: 01828606	>	1536 Agent Boulevard	Success!! The lockbox has been		
Release Shackle	>					successfully assigned.		
Assign/Unassign Property	,	8		>	1587 Realtor Drive			
Grant SentriConnect Access	>		33 Delta Ave MLS #: 43-596050	>	1793 Lockbox Court			
			456 Sassy Street MLS #: N/A Lockbox SN: 01047198		227 Founders Park Drive			
Get One Day Code	>	8		>				
Schedule Appointment	>		4565 Apple Street MLS #: 11565115 Lockbox SN: 00499966 7748 Cox Rd. MLS #: N/A Lockbox SN: 01226026		2323 Selime In			
				2	2721 Lazelle Street			
Call Before Showing	>	8		>		Lockbox Serial #01111330 has been		
Contractor Mode	2				332 Stockton Drive	13 SentriLock Way		
			9687 Sentrilock Way 7701 Service Center Drive MLS #: 8954789 Lockbox SN: 00903464		On Listing Since:	More Settings		
Property Access Settings	>			v	Wed, Feb 5, 2020			
Take / Remove Ownership	>	8	Not assigned to property Lockbox SN: 01267493	>	Assign to Property	Done		
Update Firmware	>	Last Up	odated: 2/5/20, 7:21 PM		Q Can't Find Property?			

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- 8. On the Access by Appointment screen, tap Turn On.
- 9. On the Success! screen, tap Done.





Modifying ABA in Property Access Settings

- 1. Log in to the app and tap the hamburger menu:
- 2. Tap My Lockboxes.
- 3. Tap Property Access Settings.
- 4. Tap the desired listing.
- 5. Follow the Property Access Settings prompts.

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SENTRIKEY REAL ESTATE		0	SENTRIKEY REAL ESTATE	©	SENTRIKCY REAL ESTATE		SEN		
My Lockboxes		Sele	ct a Property	Set Stan	Showing Instruct	tions?	Homeowne	er Notifications	
Release Shackle	>	Q Sea	Search		 Knock First Remove Shoes 		Here is where you will want to set up a homeowner to be notified when a showing begins and ends.		
Assign/Unassign Property	>	8	Cincinnati, OH 45241	0	 Turn off lights Lock Doors Leave Card Special Instructions Please don't let the dog out		Homeowner 1		
			1119 Property Drive	C			Agent	One	
Grant SentriConnect Access	>		Lockbox SN: 01236536	0			(859) 256-3458		
		ß	13 SentriLock Way Mason, OH 45069	Spec			Homeowner 2		
Get One Day Code	>		Lockbox SN: 01111330 1536 Agent Boulevard Fort Thomas, KY 41075 Lockbox SN: 00506163	Plea		out	First Name	Last Name	
Schedule Appointment	>	8					Cell Number		
Property Access Settings 🗲	2		1587 Realtor Drive West Chester, OH 45069	Aları Yes	Alarm Instructions Yes No © Next Skip			Done	
Call Before Showing	>		1793 Lockbox Court Fort Thomas, KY 41075						
Contractor Mode	>		1937 Memorial Parkway Fort Thomas, KY 41075 Lockbox SN: 01267493						
Take / Remove Ownership	>		4756 Real Estate Way Covington, KY 41011					-	
Update Firmware	>	8	58 Delta Avenue Fort Thomas, KY 41075				_		



- 6. On the **Access by Appointment** screen, tap **Turn On**. If you want to turn off Access by Appointment, tap **Turn Off**.
- 7. On the Success! screen, tap Done.





Turning on ABA Using the SentriKey Website

- 1. Log in to the SentriKey website at www.sentrilock.com.
- 2. Click the My Listings tab.
- 3. In the **Search Value** field, enter the listing address and click **Search**. Or, use the scroll bar to find the listing and then click it.

	Search Field	Search Type Sea	arch Value				
	Address \$	begins with \$ 37	Real Estate	Search Clear Sea	rch		
	LISTINGS						
Region	Company	Listing Agent	MLS Number 🔺	Address	Assigned Lockbox		
Test Region 1	SentriKey Real Estate	Susie King	3695677644	765 Listing Boulevard Fort Thomas, KY	None		
Test Region 1	SentriKey Real Estate	Francis Jones	4895437653	<u>1737 SentriKey Way</u> Fort Thomas, KY	None		
Test Region 1	SentriKey Real Estate	Frederick Smith	6574806768	37 Real Estate Drive Covington, KY	None		
Test Region 1	SentriKey Real Estate	Frederick Smith	7585985733	<u>986 Lockbox Court</u> <u>Hyde Park, OH</u>	None		
Test Region 1	SentriKey Real Estate	Francis Jones	7895657622	22 Realtor Way West Chester, OH	None		
Test Region 1	SentriKey Real Estate	Susie King	9568738651	467 SentriLock Street Sharonville, OH	None		

4. The Edit Listing screen will be displayed:

EDIT LISTING							
Listing							
Association	SentriLock						
Listing Agent	Frederick Smith Select						
MLS Number	6574806768						
Address							
Country	US - United States \$						
Time Zone	EDT - Eastern Daylight Saving Time \$						
Address	37 Real Estate Drive						
Address Line 2							
City	Covington						
State	KY - Kentucky						
Enable Access by Appointment							

- 5. Check the Enable Access by Appointment checkbox.
- 6. Click Save Changes. This will enable ABA for this listing.