

How to Generate a 1-Day Code

A 1-day code can be generated for a lockbox up to two weeks prior to when the code is actually needed. 1-day codes are valid for one day and they expire at midnight on the day they have been created to be used. 1-day codes are only good for 24 hours. They cannot be turned off or canceled. 1-day codes cannot be used for lockbox access during restricted access times. 1-day codes are not affected by lockboxes set up in call before showing mode. A single 1-day code can be used multiple times on a lockbox within the 24 hour period it was generated for, **within one hour of initial usage**. When a 1-day code is required to be assigned to a name, the person trying to create the code cannot view the code until they have submitted the name of the person who will be using the code. A LOCK BOX MUST BE ASSIGNED TO A LISTING BEFORE A 1-DAY CODE CAN BE CREATED FOR THAT LOCK BOX.

Using SentiSmart™ to Generate a 1 Day Code using an Android device or iPhone:

After you are logged into SentiSmart™, use the following steps to generate a 1 day code on an Android device:

1. Tap on the **Lockbox Tools** tab at the top of the application.
2. Tap on the lockbox SN/listing address you need a 1 day code for.
3. Tap on the **Get One Day Code** option.
4. Select the date you need the code for.
5. Enter a name of who the code is going to in the **Assigned To** field. Note: If this field is required, you cannot obtain a 1 day code until you fill it in.
6. Enter your PIN.
7. Tap the **Get One Day Code** button.
8. Your 1 day code will be displayed along with instructions for use.

Note: If it is your first time using the application to get a 1 day code, you will be given a tutorial. This tutorial indicates that clicking the arrow in the top, right corner allows you to email or SMS message the 1 day code to someone.

Using the SentiCard® Utility or the REALTOR® Lockbox Web Site:

- a. Log into the **REALTOR® Lockbox Web Site**.
- b. Click the **Add 1 Day Codes** button to the left side of the **Main Menu**.
- c. Use the **Select** button to choose the lockbox serial number you need the one code for.
- d. Click the **Generate Codes** button.
- e. Enter the name of who is going to receive the 1 day code into the **Assigned to** field and click the **Assign** button.
- f. The 1 day code will be displayed at this point.

Using the REALTOR® Mobile Web Site:

- a. Use the web browser on your mobile device to go to <http://m.sentrilock.com/login>.
- b. Login into the **REALTOR® Mobile Web Site** by entering your **Username** and **Password**.
- c. Click the **Login** button.
- d. Click on the **Lockboxes** menu.
- e. Search for the lockbox serial number you need a 1 day code for.
- f. Click on the lockbox serial number and click **1 Day Code**.
- g. Enter the name of who is going to receive the 1 day code into the **Assigned to** field and click the **Assign** button.
- h. The 1 day code will be displayed at this point.

Tip: If you are working with someone who may need to enter, leave, and then re-enter the property multiple times throughout the day, you may want to consider issuing more than one code to them for that day.

Once you have it - How to Use 1 Day Codes

You can use the following instructions to open the key compartment of a lockbox with a 1 day code:

1. On the lockbox's keypad, press and hold the **ENT** button. This will "wake up" the lockbox.
2. When the lockbox keypad lights up, let go of the **ENT** button and type out the 1 day code; for example **2862745**, and press **ENT**.

3. The lockbox will open the key compartment.

Get Help

If you need further assistance in generating or using a 1 day code, please contact SentiLock Support at 1-877-736-8745 for further assistance.