



One Day Code Indemnification: Broker Instructions

Brokers using the Sentrilock system can authorize a showing service to generate one day codes for lockboxes under the broker's company. To use this feature your association must have authorized its use and agreed to the **CODE GENERATOR INDEMNIFICATION AGREEMENT**. To view the indemnification pages you must have broker permissions.

Log in to the REALTOR® Lockbox Web Site.

Open your preferred web browser and type in the URL: <http://lockbox.sentrilock.com>. Type your **Sentrilock ID** and **Password** in to their fields. Click the button **Click to Login**. On the **Select Permission** page select the **Broker** permission. Click the **Submit** button. On the left side of the page in the vertical menu, click the **Indemnifications** link.

Add Broker Authorization

The **Add Broker Auth** button allows a broker to authorize a vendor to generate one day codes for their company.

1. After following the login steps, click the **Add Broker Auth** button on the left of the page.
2. Read the **CODE GENERATOR INDEMNIFICATION AGREEMENT**.
3. In section 1 select the vendor, in the dropdown box, this agreement will involve.
4. After reading the agreement type your name in the **Name** field and type your phone number in the **Phone Number** field.
5. If you have any notes, enter them in the **Note** field.
6. If you agree to and are authorized to sign this document select the option **I Agree and certify that I am authorized to sign this document** if you do not agree select the option **I do not agree**.
7. Click the **Save** button.

Authorized Company (Broker) Search

The **Company (Broker) Authorizations** search allows a broker to see the details and status of vendor authorizations for each company.

1. There are three search conditions:
 - **Search Field:** *Brokerage Name or Vendor Name.*
 - **Search Type:** *begins with, does not begin with, contains, does not contain, ends with, does not end with, matches, does not match.*
 - **Search Value:** *user supplied.*
2. Input the search conditions and click the **Search** button.
3. The results appear in a table below the search fields.
4. Under **Brokerage Name** there is a link that opens a page to display the **CODE GENERATOR INDEMNIFICATION AGREEMENT** for that Brokerage and Vendor. The agreement can be updated using this page. Four different fields can be updated on the agreement page:
 - **Name:** Update the name of the broker agreeing to the indemnification.
 - **Phone Number:** Update the contact phone number of the broker agreeing to the indemnification.
 - **Note:** Add a note for Sentrilock to see.
 - **Agreement:** *Agree or Disagree* to the indemnification.
5. The **History** link opens a page to display the history of the **CODE GENERATOR INDEMNIFICATION AGREEMENT** for that Brokerage and Vendor.

Contact Sentrilock

You can contact Sentrilock support via the telephone, call our toll free number: 1-877-736-8745. Hours: 8am to 10pm EST, 7 days a week (except holidays).