

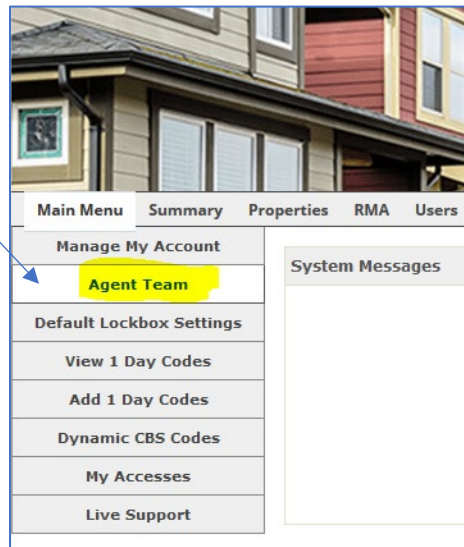


How to Add Another SentiLock User to Your Team through the SentiLock Website

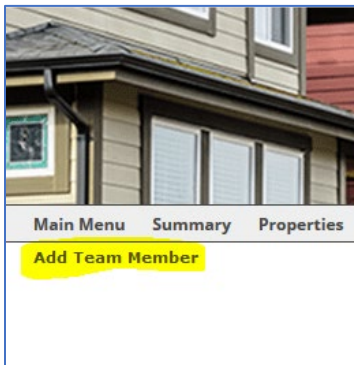
Adding another SentiLock User to your team allows you to provide this user with ownership privileges to your Electronic Lockboxes.

Important Note: This action does not automatically add you to that user's team. They would need to take these same steps to add you to their team.

1) From the Main Menu, Choose "Agent Team".



2) Select "Add Team Member".



3) Click the "Select" button next to the "Team Member" box.

SENTRILOCK

ADD AGENT TEAM MEMBER

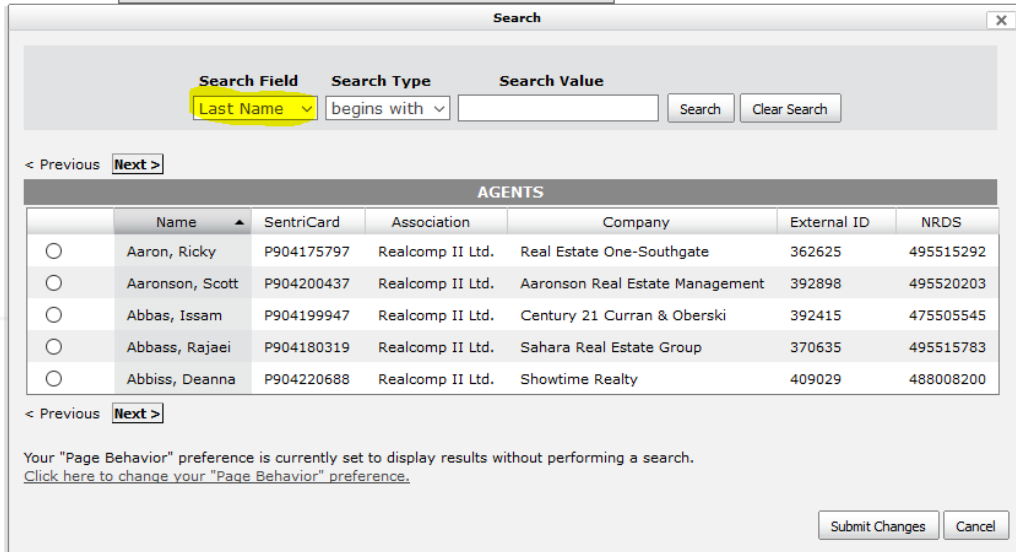
Agent
Agent **GREEN, FRAN**

Team Member
Team Member **Select...**

Owner Privileges Since **N/A**

Signifies required fields

4) Choose your preferred search field (i.e. Last Name).



The screenshot shows a 'Search' window with the following fields:

- Search Field:** Last Name (highlighted in yellow)
- Search Type:** begins with
- Search Value:** (empty)

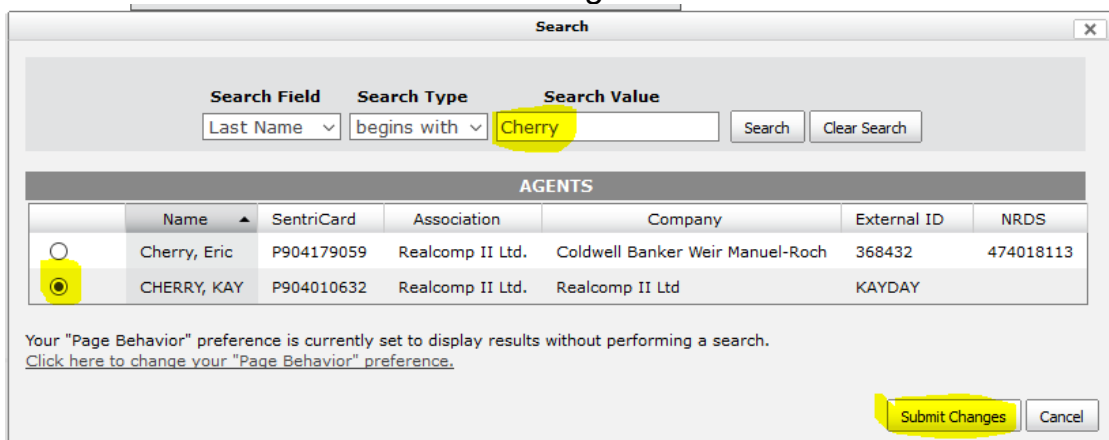
Below the search fields is a table of agents:

AGENTS						
	Name	SentriCard	Association	Company	External ID	NRDS
<input type="radio"/>	Aaron, Ricky	P904175797	Realcomp II Ltd.	Real Estate One-Southgate	362625	495515292
<input type="radio"/>	Aaronson, Scott	P904200437	Realcomp II Ltd.	Aaronson Real Estate Management	392898	495520203
<input type="radio"/>	Abbas, Issam	P904199947	Realcomp II Ltd.	Century 21 Curran & Oberski	392415	475505545
<input type="radio"/>	Abbass, Rajaei	P904180319	Realcomp II Ltd.	Sahara Real Estate Group	370635	495515783
<input type="radio"/>	Abbiss, Deanna	P904220688	Realcomp II Ltd.	Showtime Realty	409029	488008200

At the bottom of the window, there are buttons for 'Submit Changes' and 'Cancel'.

5) In the “Search Value” field, enter the first few letters of your team member’s name, and click “Search”. (You will be able to add anyone from your office as a team member. To add someone from another office, please contact either Realcomp or SentiLock).

6) Select the radial button in front of the SentiLock user you wish to add as a team member and click “Submit Changes”.



The screenshot shows the 'Search' window with the following fields:

- Search Field:** Last Name
- Search Type:** begins with
- Search Value:** Cherry (highlighted in yellow)

Below the search fields is a table of agents:

AGENTS						
	Name	SentriCard	Association	Company	External ID	NRDS
<input type="radio"/>	Cherry, Eric	P904179059	Realcomp II Ltd.	Coldwell Banker Weir Manuel-Roch	368432	474018113
<input checked="" type="radio"/>	CHERRY, KAY	P904010632	Realcomp II Ltd.	Realcomp II Ltd	KAYDAY	

At the bottom of the window, there are buttons for 'Submit Changes' (highlighted in yellow) and 'Cancel'.



7) That person’s name should now display in the “Team Member” field. Click “Save Changes”.

ADD AGENT TEAM MEMBER	
Agent	
Agent	GREEN, FRAN
Team Member	
Team Member	<input type="text" value="CHERRY, KAY"/> <input type="button" value="Select..."/>
Owner Privileges Since	N/A
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	
<input type="checkbox"/> Signifies required fields	

8) To review the users who are now on your Team, go back to the “Main Menu” and select “Manage My Account”. Scroll down to the mid-portion of the page and you will see them listed under “My Team Members”.

Team Members	
Team Member Of	N/A
My Team Members	KAREN KAGE (KAREN) JULIE FISHER (PRIBIK) TAMI CUMMINGS (TAMIC) KAY CHERRY (KAYDAY)

Questions? Just call Realcomp’s Customer Care Department at (866) 553-3430. We’re happy to assist you.