

Assigning a 1 Day Code by Requiring a Name

What is a 1 Day Code?

1 day codes allow anyone access to a lockbox's key compartment without using a SentiCard®. They are ideal for use by other Agents, homeowners, contractors or anyone else needing lockbox access without a SentiCard®. 1 day codes are not static, meaning they change on a daily basis. You can use 1 day codes to provide the security of giving time limited access to the lockbox key compartment without the hassle of having to visit your lockbox to change the access codes.

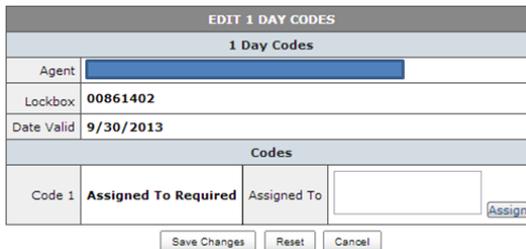
A 1 day code can be generated for a lockbox up to two weeks prior to when the code is actually needed. 1 day codes are valid for one day and they expire at midnight on the day they have been created for. 1 day codes are only good for 24 hours. They cannot be turned off or canceled. 1 day codes cannot 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.

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 who the code is going to. This handout will discuss how to generate a one day code that must be assigned to a name.

How to Obtain a 1 Day Code

There are different ways to generate a 1 day code:

1. You can create a 1 day code 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.



EDIT 1 DAY CODES		
1 Day Codes		
Agent	<input type="text"/>	
Lockbox	00861402	
Date Valid	9/30/2013	
Codes		
Code 1	Assigned To Required	Assigned To <input type="text"/> <input type="button" value="Assign"/>
<input type="button" value="Save Changes"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>		

- f. The 1 day code will be displayed at this point.

2. You can create a 1 day code 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.
3. You can get a 1 day code issued to you from Sentrilock Support or from the **CARS** automated system.

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 Sentrilock Support for further assistance.

Last update to this topic: October 9, 2013