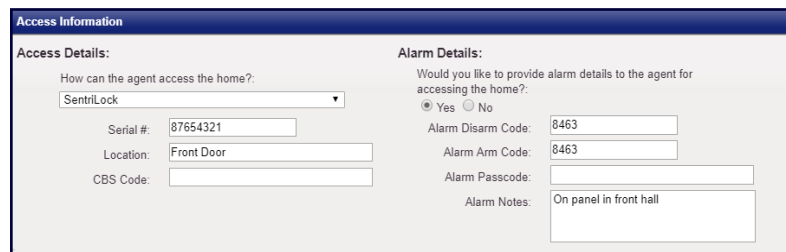


To ensure your lockbox integration is complete, have your broker go to www.sentrilock.com and complete the *Indemnification Agreement* to enable your office for SentriLock integration with ShowingTime.

Getting Started

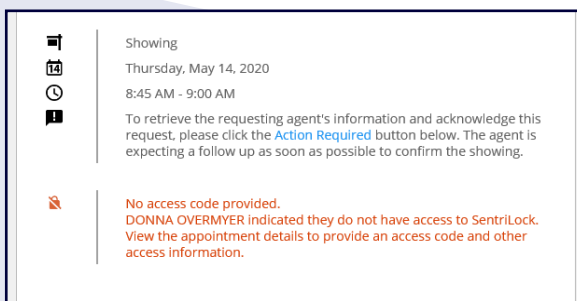
1. Log in to Matrix and click *ShowingTime* under the *External Links* section on the home page to access your ShowingTime setup.
2. Click *Listing Setup* from the left side-menu and select the listing you would like to add the SentriLock integration to.
3. Navigate to the *Access Information* section of the listing worksheet and under access details, select *SentriLock* from the drop-down.
4. Enter the lockbox Serial # and lockbox location.
5. Click *Save Changes* when done.



Generating One-Day Codes

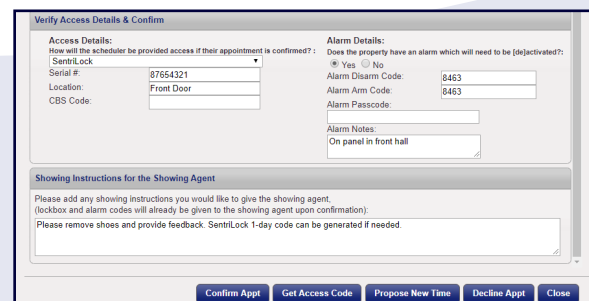
Step 1

Open the appointment request email and click *Action Required* to access the full appointment details. In the email, you'll see a note letting you know the buyer's agent will need a one-day code.



Step 2

From the appointment details, scroll down to the bottom and click *Get Access Code* to generate a code for the buyer's agent. Then, click *Confirm Appt* to send the confirmation to the buyer's agent.

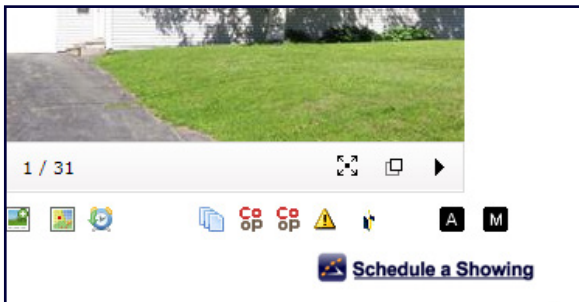


Don't have access to SentriLock? No problem! With the SentriLock integration, you'll be able to request one-day codes from the listing agent directly through ShowingTime.

Requesting a One-Day Code

Step 1

Log in to Matrix, locate the listing you want to show and click the *Schedule a Showing* button.



Click the button and you'll be prompted to agree to the Terms and Conditions.

Step 2

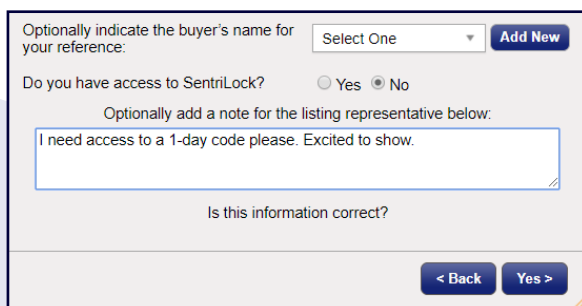
From the Appointment Calendar, select a date and time you'd like to schedule a showing and a pop-up will appear to verify your appointment details.



Lead Time: Times in black are unavailable while those in gray are considered short notice, but are available to show.

Step 3

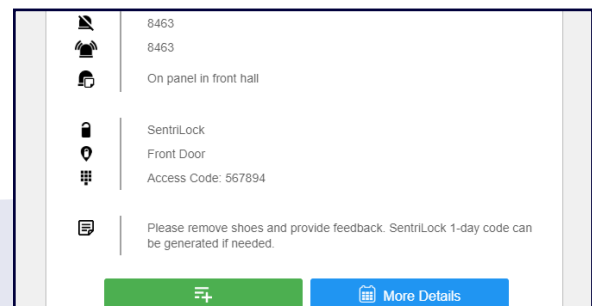
Verify your appointment details from the pop-up and select the *No* radio button for "Do you have access to SentriLock?" if you don't have access to SentriLock.



Click Yes to submit your request.

Step 4

Once the listing agent has generated a one-day code and confirmed the appointment, the code will be available in the confirmation notification.



Access code will be available in the confirmation.

Need help? We're here. Contact our support team at support@showingtime.com. Also, videos and training materials can be found under the [Help and Training](#) section in ShowingTime for the MLS.