



DENVER METRO

ASSOCIATION OF REALTORS®

One-Day Code Indemnification: Broker Instructions

Brokers using the SentiLock system can authorize a ShowingTime to generate one-day codes for lockboxes under the broker's company. To view the indemnification pages you must have broker permissions.

ADD BROKER AUTHORIZATION

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

1. Go to <http://lockbox.sentrilock.com> and enter your *SentriKey ID* and *Password* into their fields and click **Login**.
2. Under *Select Permission* choose **Broker** and click **Submit**.
3. From the menu bar on the left hand side select **Company Brokers**.
4. From the top left click **Indemnification**.
5. From the top left click **Add Broker Auth**.
6. In section 1 select *Showing Time* from the dropdown box.
7. After reading the agreement type your name in the *Name* field and type your phone number in the *Phone Number* field.
8. 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** and then click **Save**.

Once the above steps have been done, ShowingTime will be able to issue one-day codes.

Contact SentiLock

If you need further assistance, please contact SentiLock at 1-877-736-8745. Hours: 6:00 AM to 8:00 PM (MT), 7 days a week (except holidays).