



HOW TO **ENABLE** **ACCESS BY** **APPOINTMENT**

STEP-BY-STEP

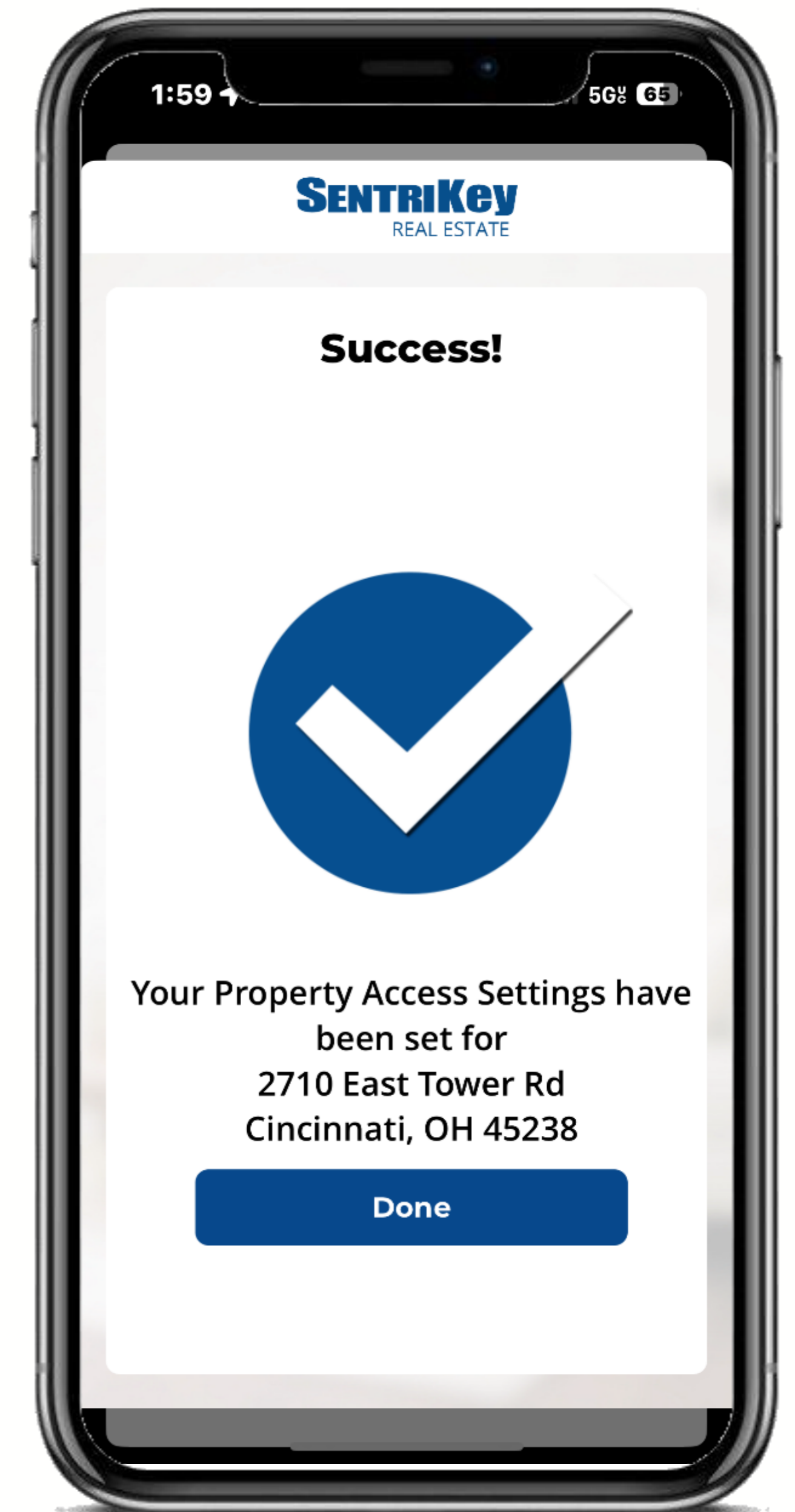


What is Access by Appointment?

- Access by Appointment (ABA) when enabled requires REALTORS® to have an approved appointment in the SentriKey system in order to access the lockbox assigned to the listing. ABA can be managed by using the SentriKey website or the SentriKey® Real Estate (SKRE) app.
- ABA cannot be enabled until the listing has a lockbox assigned

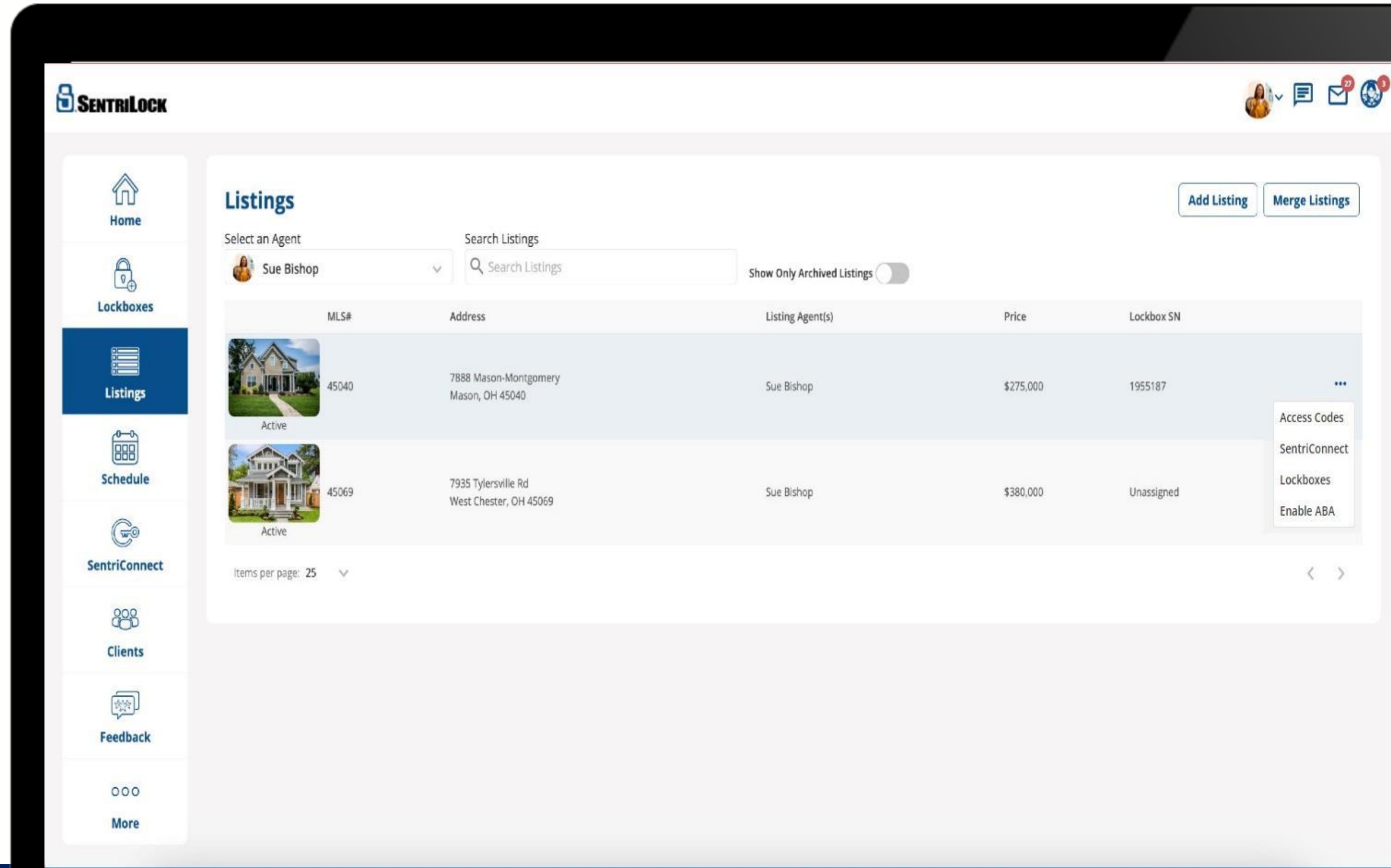
How to Enable ABA on the SentiKey Real Estate App:

- Open the SKRE app
- From your Home Screen, tap on the **Menu** in the upper left-hand corner
- Select on **My Lockboxes**
- From here, select **Assign / Unassign Property** if the lockbox is not already assigned; if already assigned, select **Property Access Settings** and choose the listing in question
- Go through assigning the lockbox to the listing then select **More Settings**. Now **Turn On ABA**.



How to Enable ABA on the SentiKey Real Estate Website:

- Log-in to the SentiKey website
- Select on **Listings**, on toolbar on left-hand side
- From here, select the **Ellipses**, on the right-hand side of your listing of your choice
- Select **Enable ABA**



The screenshot shows the SentiKey Real Estate website interface. The top navigation bar includes the SentiKey logo, a user profile icon, and notification icons. The left-hand side features a vertical toolbar with icons for Home, Lockboxes, Listings (highlighted), Schedule, SentiConnect, Clients, Feedback, and More. The main content area is titled "Listings" and includes a search bar, a dropdown for "Select an Agent" (Sue Bishop), and a "Show Only Archived Listings" toggle. Below this is a table of active listings:

MLS#	Address	Listing Agent(s)	Price	Lockbox SN
45040	7888 Mason-Montgomery Mason, OH 45040	Sue Bishop	\$275,000	1955187
45069	7935 Tylersville Rd West Chester, OH 45069	Sue Bishop	\$380,000	Unassigned

A dropdown menu is open for the second listing, showing options: Access Codes, SentiConnect, Lockboxes, and Enable ABA. The page also includes "Add Listing" and "Merge Listings" buttons in the top right corner.



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