

## Selling & Buying Lockboxes Agent to Agent

*Transfers must be done before agent status's change.*

### Selling Agent:

1. Log into SentiLock
2. Click on lockboxes tab
3. Click on the serial number (#) of the lockbox that you are selling
4. Click on transfer lockbox button
5. Search for agent buying the lockbox or select transfer to “no one” if not a member of your association or you are unsure of who you are selling the box to.
6. Select agent buying the lockbox
7. Click OK
8. Click on **submit**

### Buying Agent:

***To be done within 3 days of selling agent starting the process***

1. Update your SentiLock card - so the card knows the box belongs to this agent.
2. Insert card into each lockbox being bought - so the box knows that it has been transferred.
3. Update your card again - so SentiLock knows the process has been completed

***Please NOTE:*** If this is not done in **3 days** the lockbox ownership goes back to the seller. If you need more time call SentiLock and they can extent the time.