

## Adding a Team Member

### *Introduction*

Agent team members can access other team members' lockboxes with ownership permissions. Team members can remove the shackle from a lockbox in addition to having ownership permissions to lockboxes, team members can view and edit their team members' lockbox information on the website.

### How to Add a Team Member

Use the following steps to add a team member:

1. Login to <https://lb.sentrilock.com>
2. From the **Main Menu** click on **Agent Team** tab on the left-hand side of the page
3. Click on **Add Team Member** tab on the left-hand side of the page
4. Click the **Select** button in the **Add Agent Team Member** window
5. Select **Search Field** criteria "**Last Name**"
6. In the **Search Value** then fill in last name of person you wish to add to team
7. Click **Search** button
8. Fill in the radio button beside the name of the agent you wish to add to your team
9. Click **Submit Changes** button on the **Search Window**
10. Click **Submit Changes** button on the **Add Agent Team Member** window
11. Have the **newly added team member** renew their SentiCard® using a SentiCard® Utility and reader to confirm the team status