

Removing a Team Member

Introduction

Team members who leave the team should be removed to terminate their ownership share. Until this is done they will continue to have access to other team members' lockboxes with the shared ownership permissions. As a reminder, 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 Remove a Team Member

Use the following steps to remove 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 the name of the team member you wish to remove
4. Click the **Delete** button in the **Edit Agent Team Member** window
5. Click **Yes** button the **Delete Agent Team Member [team member name]** window
6. the **newly removed team member** needs to renew their SentriCard® using a SentriCard® Utility and reader to confirm the team status on their SentriCard®