

# **HOW TO TAKE OWNERSHIP OF YOUR LOCKBOX**

Hello, your box is not programmed to you as the owner. It is very important that you follow these steps in order to have your box recognize you as the owner.

- 1) Take your Sentricard and insert it into your new box for about 5 seconds (you will hear a series of beeps, this is normal).
- 2) Once the beeps stop, remove your card from the box.
- 3) Renew your Sentricard as you would like normal using your card reader attached to your computer (if you have any questions regarding how to do this please call: 513-618-5800

- 4) Once your card is renewed you will be recognized as its owner.  
- (Optional Step) -

Please have another agent use their card to test if your box is working properly. Have them insert their card. At this point you should see 2 lights: "Card" then "Code". If these lights occur then your box is fully functional.

- 5) If you don't remember your password to re-new your card, or your pin number for your lockboxes please call the GAVAR office for assistance at: 661-726-9175.