

Card Functions: Changing Your PIN, Automatic Renewal Settings and Renewing Your SentiCard®

Introduction

When you obtain your SentiCard® from your Association, you also receive a tri-fold card carrier sheet. The card carrier sheet contains your **PIN** (Personal Identification Number), **SentriLock ID**, **Password** and **Lockbox Codes**. After you have installed the **SentiCard® Utility** software, you can use it to renew your SentiCard® and set up your automatic renewal settings. This handout will show you how to change your PIN, set up your automatic renewal settings as well as renew your SentiCard®.

How to Change Your PIN

You will use your Personal Identification Number (PIN) and SentiCard® to operate lockboxes in your Association. Sentrilock does not have access to and cannot change your PIN. For security purposes, you should keep your PIN private and *NEVER* write it on your SentiCard®. You can use the following instructions to change your PIN:

1. Use the **SentiCard® Utility** to log into the **REALTOR® Lockbox Web Site**. Insert your SentiCard® into the SentiCard® Reader. Your Sentrilock ID will automatically fill into the **SentriLock ID** field.
2. Enter your password and click the **Click to Login** button.
3. On the **Main Menu**, click the **Change SentiCard® PIN** button.
4. On the **Change PIN** window, type your new PIN into both fields.
 - PIN must be a number between 1000 and 999999.
 - PIN cannot begin with a zero.
 - PIN cannot contain repeating values.
 - PIN cannot contain sequential ascending or descending values.
5. Click **Save Changes**.
6. Remove your SentiCard® from the SentiCard® Reader once the status bar says **SentiCard® Status: Connected** and the PIN update is complete.

How to Set up Your Automatic Renewal Settings

After you have installed the **SentiCard® Utility**, you have the option to set up automatic renewals. Use the following steps to set up your automatic renewal settings:

1. Insert your SentiCard® into the SentiCard® Reader. Your Sentrilock ID will automatically fill into the **SentriLock ID** field.
2. Enter your password and click the **Click to Login** button.

3. Click on the **Auto Renewal Settings** button on the left-hand side of the **Main Menu**.
4. In the **Auto Renewal Settings** window, check the checkbox to **Enable Auto Renew** and select whether you want this to be **Immediate**, **Daily** or both. If you choose **Daily**, you must select a **Daily Time**.
5. Click the **Save Changes** button.

The SentiCard® will renew during the selected times as long as it is in the SentiCard® Reader and there is an active Internet connection.

How to Renew Your SentiCard®

You will use your SentiCard® Reader and your password to login to the **SentiCard® Utility** program and renew your SentiCard®. Use the following steps to renew your SentiCard® with the **SentiCard® Utility** software:

1. Insert your SentiCard® into the SentiCard® Reader attached to your computer.
2. The **SentiCard® Utility** will display the **Login** page. The **SentiCard® Utility** will detect your ID and fill in the **Sentrilock ID** field automatically. Enter your password into the **Password** field and click the **Click to Login** button.
3. If prompted, choose a login permission on the **Select Permission** window, and click the **Submit** button.
4. Click the **Renew SentiCard®** button in the top, left-hand corner of the **Main Menu**.
5. When the SentiCard® has been successfully renewed, the **Status Bar** will appear in green with a message saying **SentiCard® Utility Status: Connected**.

Summary

If you need further information about changing your PIN, adjusting your automatic renewal settings or renewing your SentiCard®, contact Sentrilock Support for assistance.

Last update to this topic: October 1, 2013.