

# MLS Agent Access - Smart Lock / Lock box

To access Smart Lock or Lock box:

1. Call (888) 889-8357
2. Enter 5-digit access pin code provided by the property manager to your cell phone.  
Please note if you have already been given access by a different property manager press "2 #" then enter the new access pin. If you have already accessed a Smart Lock/Lock box from this property manager, you will automatically bypass step 2.
3. Enter the Smart Lock or Lock box serial number into your phone and press #. The Smart Lock or Lock box serial number is located on the top of the Smart Lock or Lock box.  
(Shown in photos below)

**Smart Lock**



**Lock Box**



4. You will be texted an access code after you state your name and client's name.
5. The code is only valid one time and expires after 1 hour.  
\*If Lock Box - Return the key and close the box when you are done. If closed the lock box you will need to generate a new code to reopen the lock box and return the key.