

# HOW TO RENEW YOUR SENTRICARD

*Only for those who primarily use the SentiCard rather than the SentiSmart Mobile App*

- 1) Insert your SentiCard® into the SentiCard® Reader.
- 2) The **SentiCard® Utility** will launch your default web browser (if it does not, double-click the SentiCard Utility Icon) and the **Login** page will appear with your **SentiLock ID** automatically filled in. Enter your password and press **Click to Login** to log into the **SentiCard® Utility**.
- 3) Select a permission and click **Submit** (if prompted).
- 4) Click the **Renew SentiCard®** button on the left-hand side of the **Main Menu**. Make sure to leave your SentiCard® in the SentiCard® Reader during the renewal process. When the renewal is complete, the Status Bar will turn green and you will receive a message in the **Status Bar** saying **Card Status: Connected**. Above the **Status Bar**, the web page displays the expiration date of your SentiCard®.

*\*Important Reminder; the lockboxes you access after this renewal will not be sent to the listing agent until you plug the card into a card reader again (no renewal necessary) or the next time you renew your card.*

For assistance, please call **SentiLock Support** at  
**513.618.5800** or **877.736.8745**