



How to Gain Access to Showings

Instructions

Accessing showings as a Non-Realtor is straightforward with a little preparation. Follow these steps to gain access to properties listed on the MLS:

1. Contact the Listing Agent

The easiest way to access a property is by reaching out to the listing agent. Here's how:

1. Call or text the listing agent. Let them know you are an **out-of-area real estate agent or out of MLS Agent** with a buyer interested in scheduling a showing.
2. Share the following information with the agent:
 - Your full name
 - Your real estate license number
 - A screenshot of your real estate license

***Tip:** Be ready to provide your buyer's **proof of funds** or **pre-approval letter**, dated within the last 30 days.*

If the property uses a **combination lock**, the listing agent will usually provide the lockbox code at this time.

2. Accessing Electronic Lockboxes

If the property uses an **electronic lockbox**, the listing agent may grant you temporary access through one of these systems:

SentriLock (SentriConnect App)

- **Download the App:** Install the [SentriConnect app](#).
- **Learn More:** Watch this [video tutorial](#) for step-by-step guidance.

Supra eKEY

- The listing agent will send you a text message with a link to set up temporary access.
- **Download the App:** Install the Supra eKEY app from the Google Play Store or Apple App Store.
- **Activate Access:** Use the activation code from the text or email to register in the app.
- **Unlock the Property:** Enter your 4-digit PIN in the app to open the lockbox during the approved time window.

3. ShowingTime Access

If the property requires ShowingTime for scheduling, you'll need to sign up for **MyStateMLS**.

- **Sign Up:** MyStateMLS is an affordable MLS option, currently \$45/month.
- **Create an Account:** Once approved, you can set up a ShowingTime account using your MyStateMLS ID to schedule showings.

A screenshot of a web form titled "Create a New Profile" for ShowingTime by Zillow. The form has a dark blue header with the title in white. Below the header, there is instructional text: "Create a new profile by either entering your email address of record with your Source or select your Source and enter your Source Agent Id." The form contains three input fields: "Email of record in your Source:" (a text box), "OR" (text), and "Source:" (a dropdown menu). The "Source:" dropdown is currently set to "My State MLS" and is circled in red. Below the dropdown is a "Source Agent Id:" text box. At the bottom of the form are two buttons: "Create Profile" and "Cancel". A link "Forgot your password?" is located at the very bottom left of the form area.