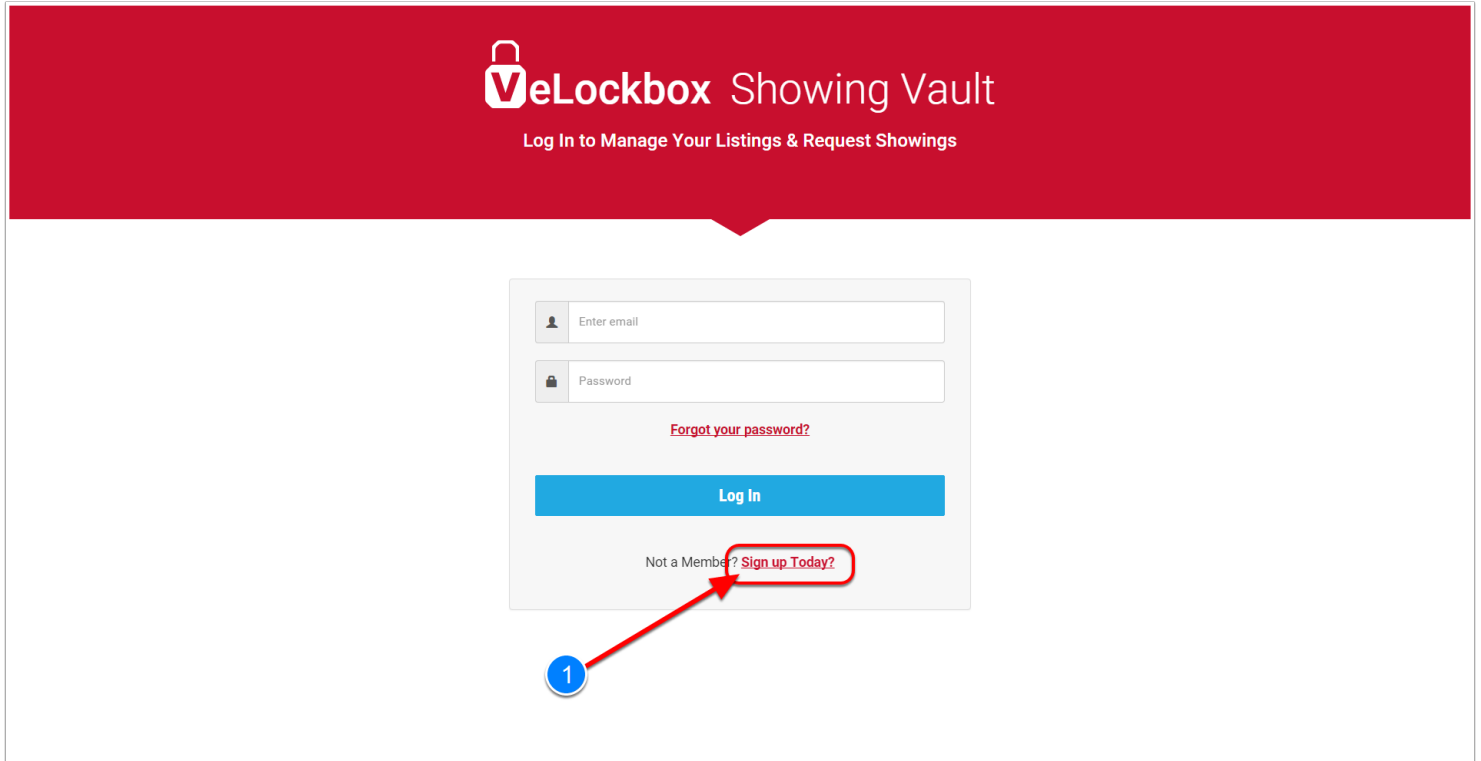


## **Section 1: Create Account Login**

## Sign Up as a New User



eLockbox Showing Vault  
Log In to Manage Your Listings & Request Showings

Enter email

Password

[Forgot your password?](#)

Log In

Not a Member? [Sign up Today?](#)

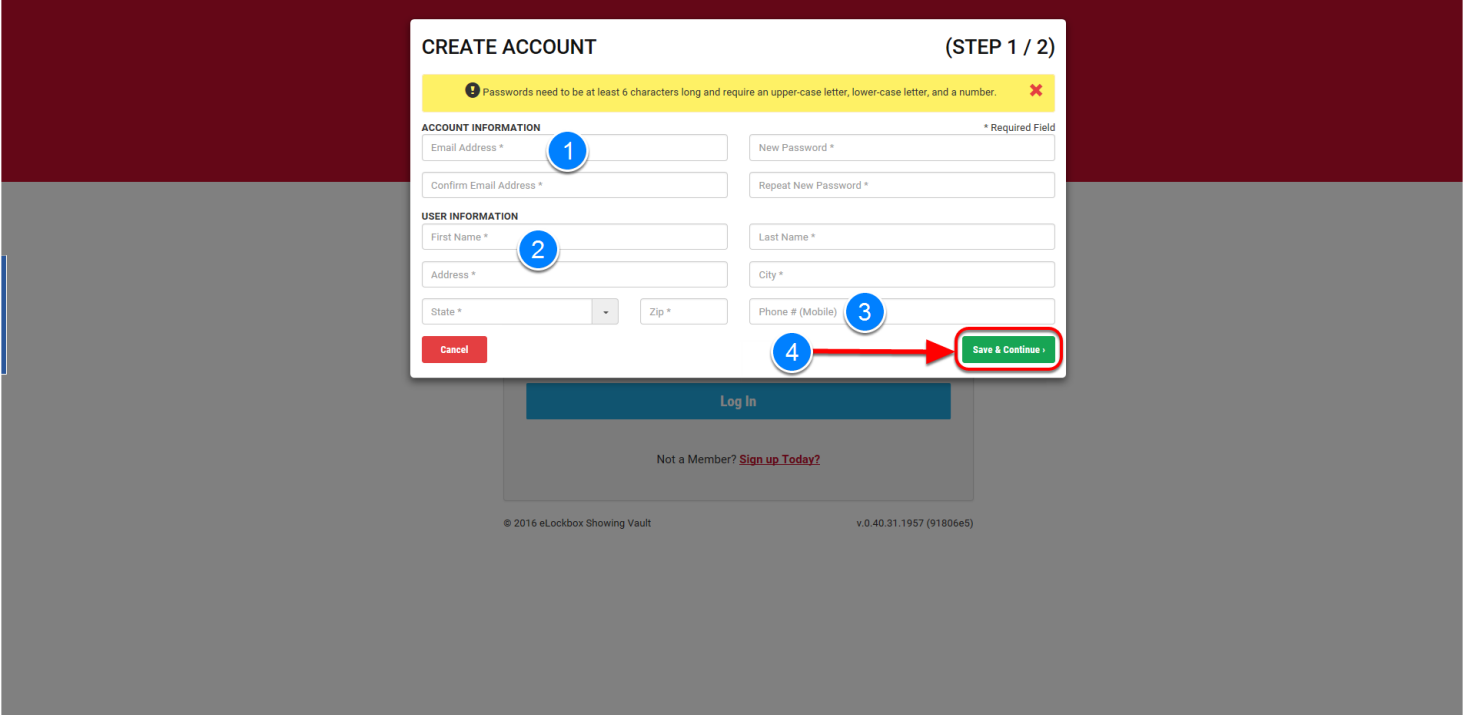
1

Showing Vault Management Center is located at [www.showingvault.com](http://www.showingvault.com)

If you are new to the Showing Vault Management Center:

1. Click **Sign Up Today** to create your **FREE** Showing Agent account.

## Create Account



**CREATE ACCOUNT** (STEP 1 / 2)

⚠ Passwords need to be at least 6 characters long and require an upper-case letter, lower-case letter, and a number. ✖

**ACCOUNT INFORMATION** \* Required Field

Email Address \* 1

Confirm Email Address \*

New Password \*

Repeat New Password \*

**USER INFORMATION**

First Name \* 2

Last Name \*

Address \*

City \*

State \* Zip \*

Phone # (Mobile) 3

Cancel 4 → Save & Continue

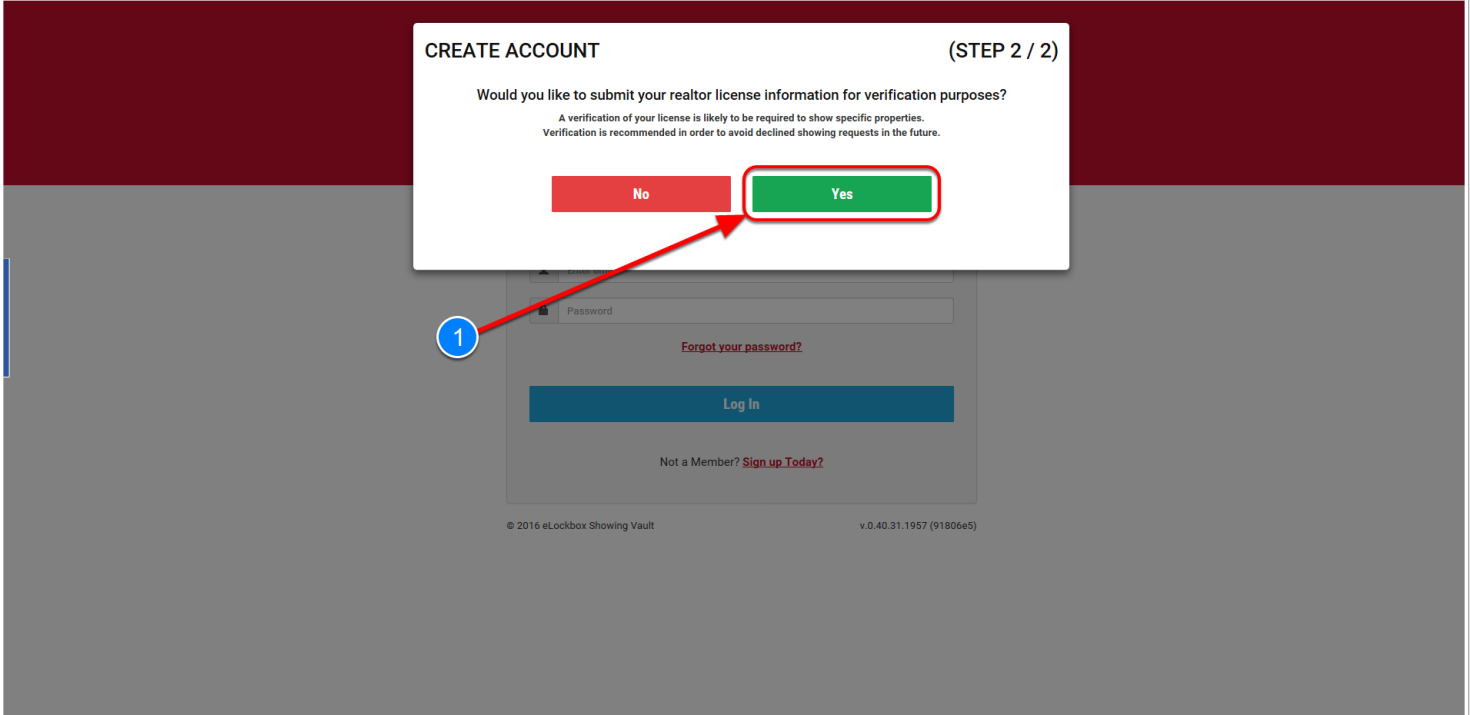
Log In

Not a Member? [Sign up Today?](#)

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1. Enter your account information - email address and create a password.
2. Enter your user information - name and address.
3. Enter your telephone number - mobile is required if you will be using the eLockbox Showing Vault mobile app.
4. Click **Save & Continue**.

## Realtor License Verification



CREATE ACCOUNT (STEP 2 / 2)

Would you like to submit your realtor license information for verification purposes?

A verification of your license is likely to be required to show specific properties.  
Verification is recommended in order to avoid declined showing requests in the future.

No Yes

1

Password

[Forgot your password?](#)

Log In

Not a Member? [Sign up Today?](#)

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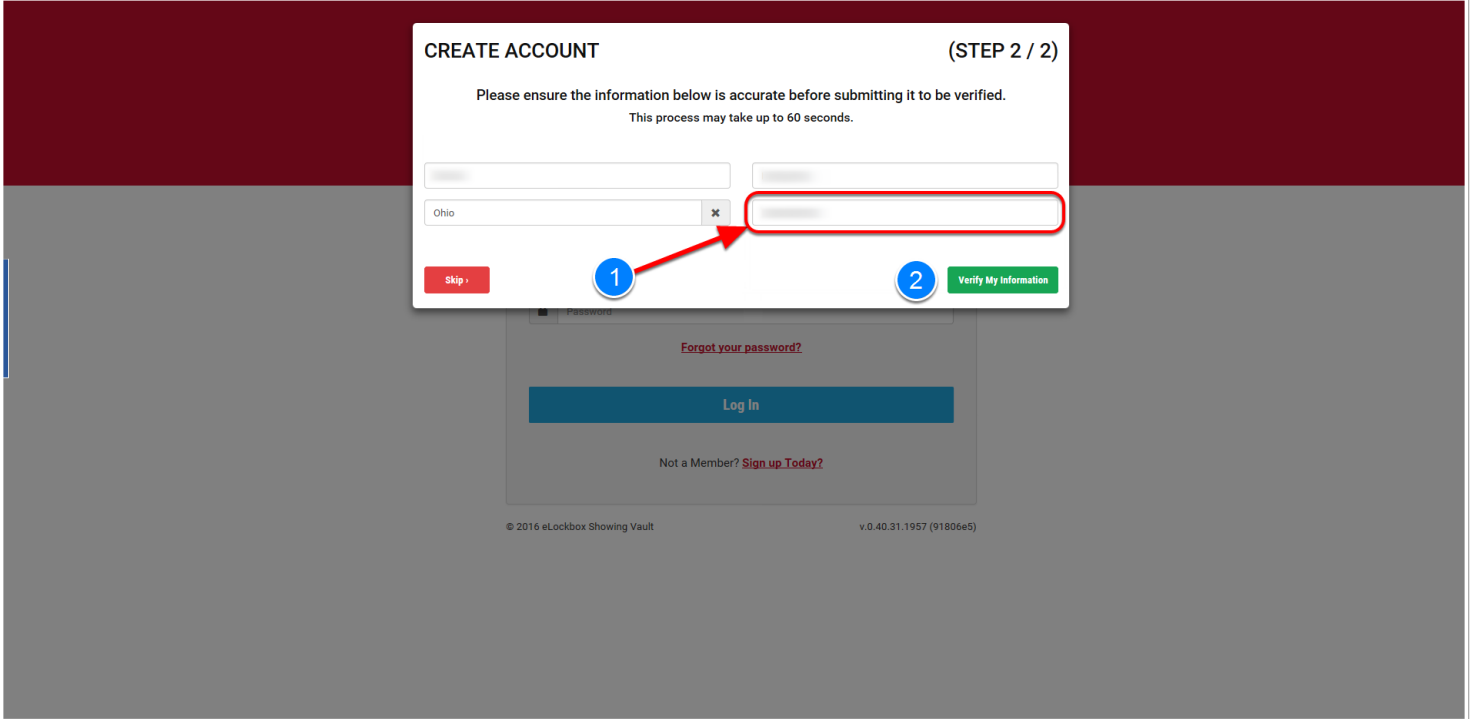
A verification of your license is likely to be required in order to show certain properties - Verification during account set-up is recommended in order to avoid the possibility of declined showing requests in the future.

The Listing Agent for the property determines if license verification is required for anyone requesting access to the property.

The license verification is set-up under ***My Listings - Edit Listings - View/Edit - Automated Property Scheduling Set-up.***

1. Select **Yes** to enter your license information and initiate the verification process.

## Realtor License Input



CREATE ACCOUNT (STEP 2 / 2)

Please ensure the information below is accurate before submitting it to be verified.  
This process may take up to 60 seconds.

Ohio

[Skip](#) [Verify My Information](#)

[Forgot your password?](#)

[Log In](#)

Not a Member? [Sign up Today?](#)

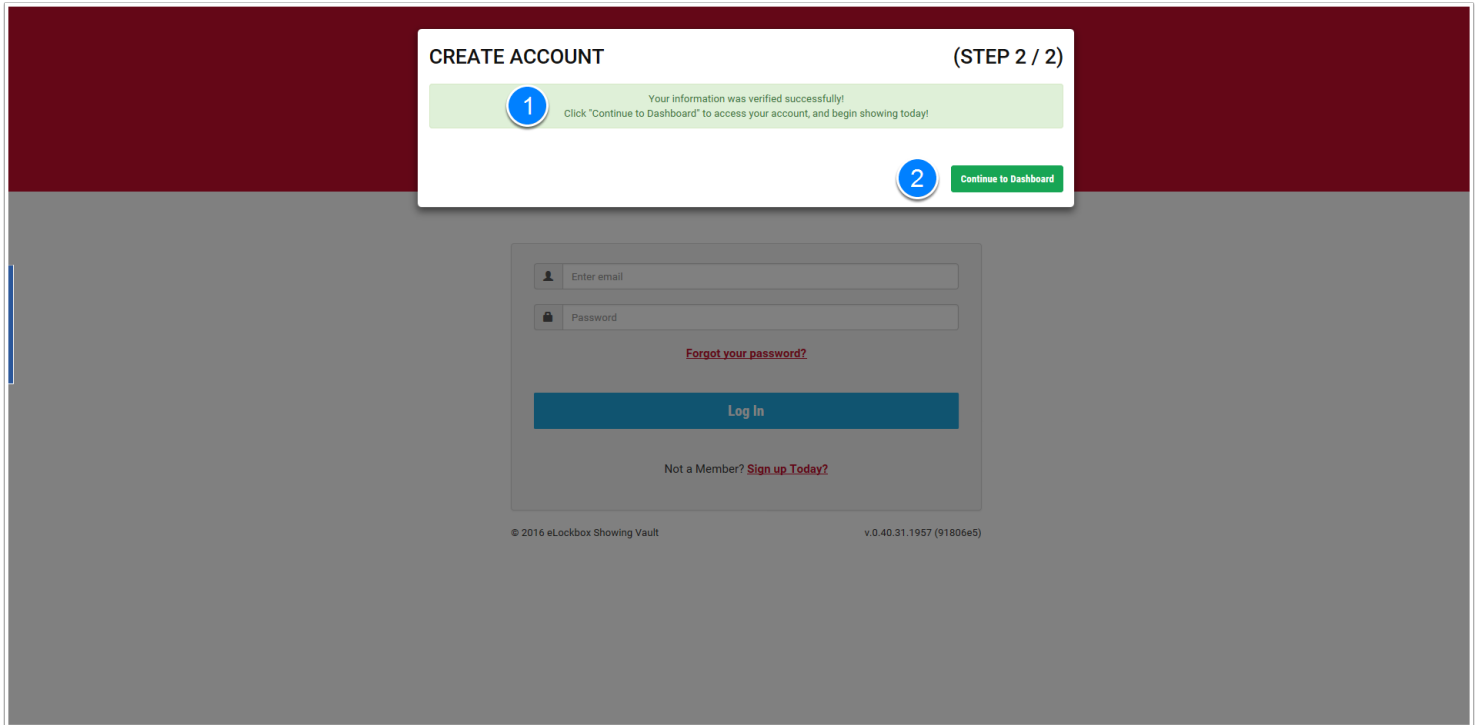
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1. Enter your license number - all other information will be prepopulated from the previous screens.

NOTE: Please ensure that your name, address and license number is entered as it is listed on your license registration.

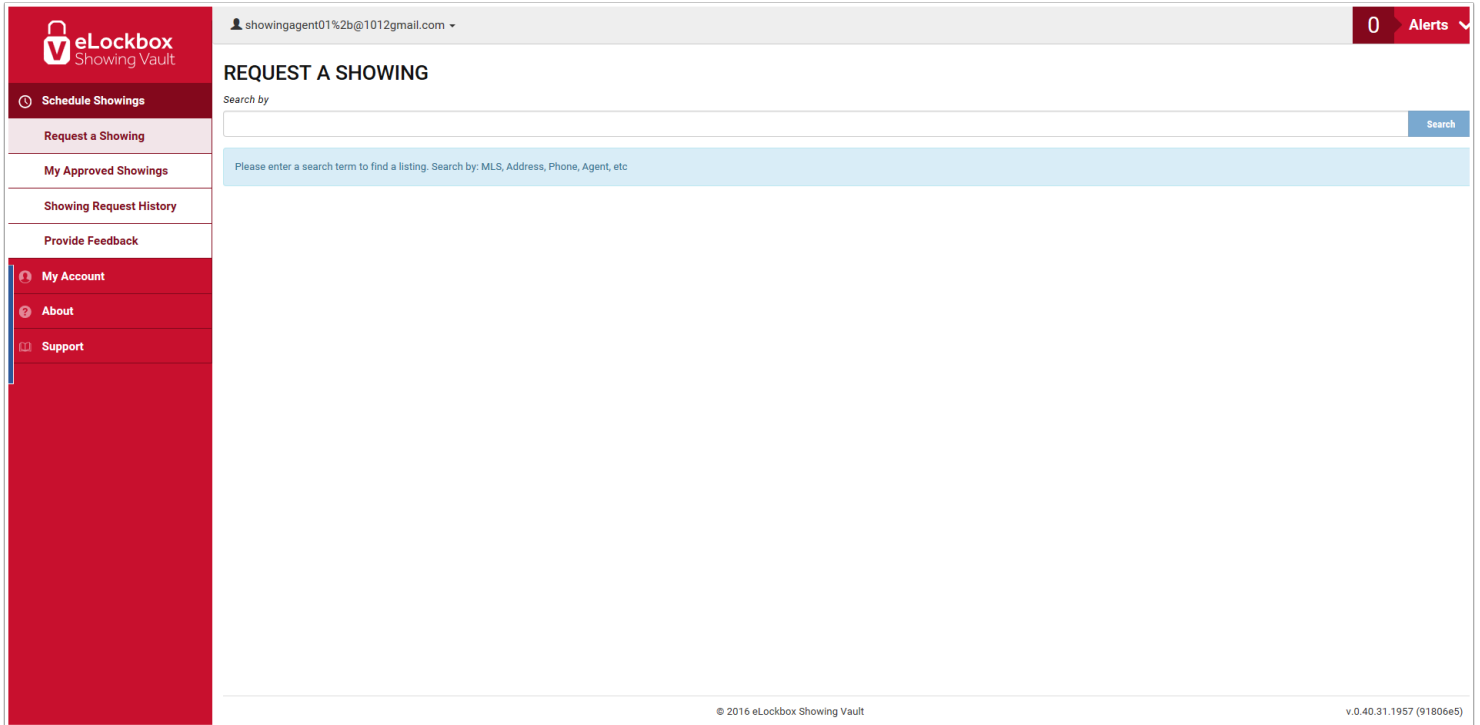
2. Click **Verify My Information** to initiate the verification process within the system.

## Verification Successful Message



1. Upon successful agent verification, you will receive a message via text and/or email, stating ***your information was verified successfully.***
2. Click Continue to Dashboard to begin using the ShowingVault system.

## Initial Log-In



showingagent01%2b@1012gmail.com

0 Alerts

### REQUEST A SHOWING

Search by

Search

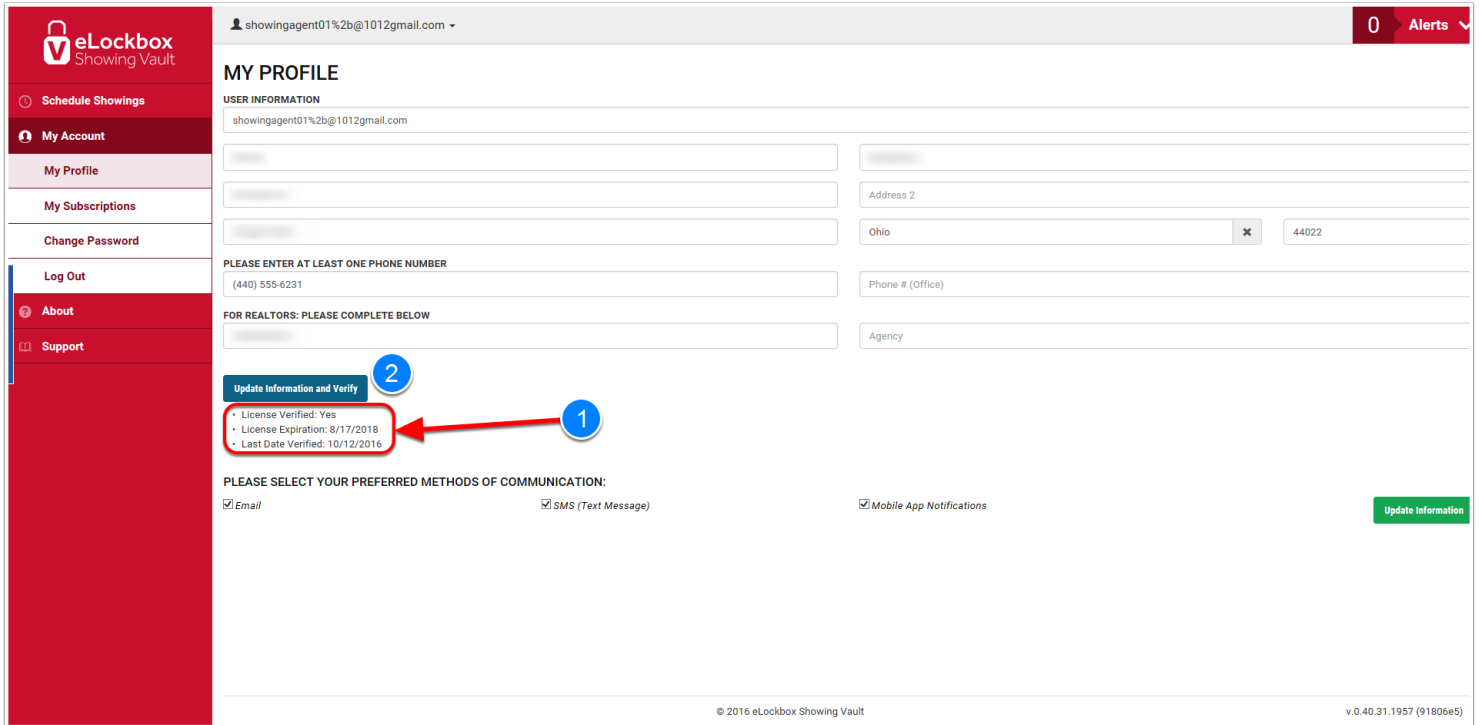
Please enter a search term to find a listing. Search by: MLS, Address, Phone, Agent, etc

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NOTE: Upon system log-in for the first time, you will have access to the "Showing Agent View". Upon being registered as a licensed user, you will have access to the "Listing Agent View", which contains all the menu items required to list and manage your properties.

## My Profile - Display Agent Verification Status - Verified



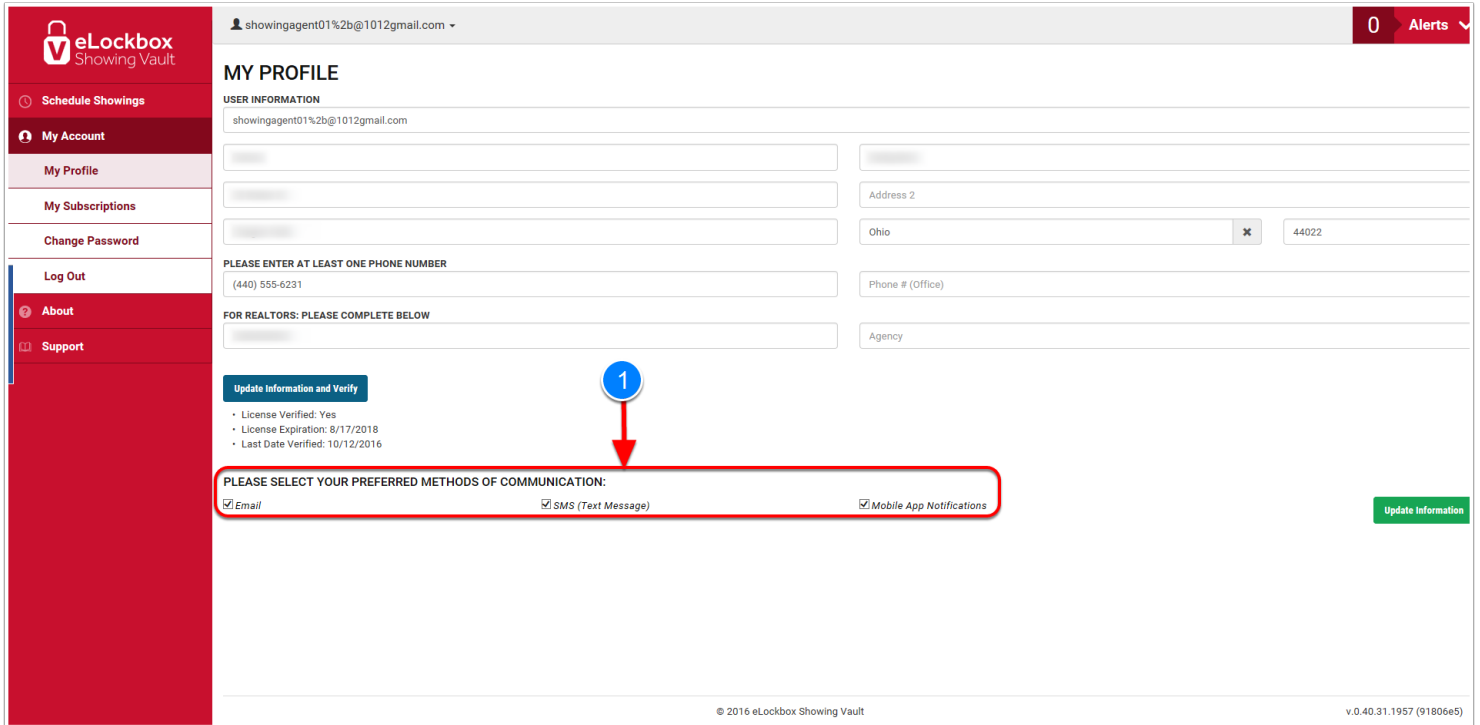
The screenshot displays the 'MY PROFILE' page in the eLockbox Showing Vault system. The user is logged in as 'showingagent01%2b@1012gmail.com'. The page is divided into a left sidebar with navigation options and a main content area. The main content area is titled 'MY PROFILE' and contains a 'USER INFORMATION' section with various input fields for personal and contact details. Below this, there are sections for phone numbers and realtor information. A blue box labeled '2' highlights the 'Update Information and Verify' button. A red box labeled '1' highlights the verification status: 'License Verified: Yes', 'License Expiration: 8/17/2018', and 'Last Date Verified: 10/12/2016'. At the bottom right, there is a green 'Update Information' button. The footer contains copyright information: '© 2016 eLockbox Showing Vault' and 'v.0.40.31.1957 (91806e5)'.

1. License verification status can be viewed under **My Account - My Profile**.

2. If you would like to re-verify for any reason, click on the **Update Information and Verify** button.



## Select Communication Preferences



The screenshot shows the 'MY PROFILE' page in the eLockbox ShowingVault system. The user is logged in as 'showingagent01%2b@1012gmail.com'. The page is divided into several sections:

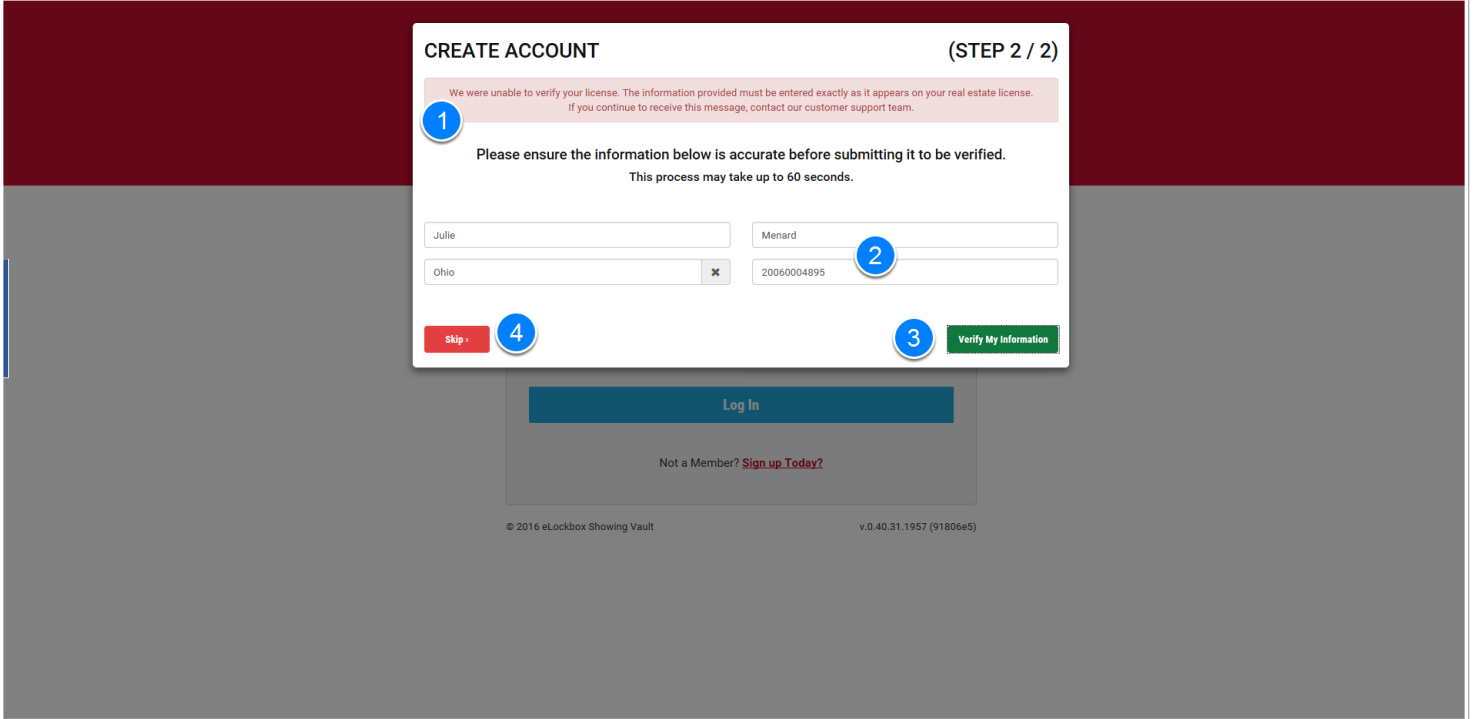
- MY PROFILE**
  - USER INFORMATION**: Fields for email (showingagent01%2b@1012gmail.com), first name, last name, address, city (Ohio), and zip (44022).
  - PLEASE ENTER AT LEAST ONE PHONE NUMBER**: Fields for a phone number (e.g., (440) 555-6231) and office phone number.
  - FOR REALTORS: PLEASE COMPLETE BELOW**: Field for agency name.
- Update Information and Verify**: A button with a blue circle containing the number '1' pointing to the communication preferences section.
- PLEASE SELECT YOUR PREFERRED METHODS OF COMMUNICATION:**: A section with three checkboxes:  Email,  SMS (Text Message), and  Mobile App Notifications. A green 'Update Information' button is located to the right.

At the bottom of the page, there is a copyright notice: © 2016 eLockbox Showing Vault and a version number: v.0.40.31.1957 (91806e5).

1. Upon account creation, you will want to select your preferred methods of communication - check each type of notification desired.

NOTE: It is recommended that multiple methods of communication are selected to ensure messages are not missed.

## Verification Unsuccessful Message



CREATE ACCOUNT (STEP 2 / 2)

We were unable to verify your license. The information provided must be entered exactly as it appears on your real estate license. If you continue to receive this message, contact our customer support team.

Please ensure the information below is accurate before submitting it to be verified.  
This process may take up to 60 seconds.

Julie Menard

Ohio 20060004895

Skip Verify My Information

Log In

Not a Member? [Sign up Today?](#)

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1. Upon unsuccessful agent verification, you will receive a message stating **we were unable to verify your license**.

2. You may make corrections to the information submitted and attempt to re-verify.

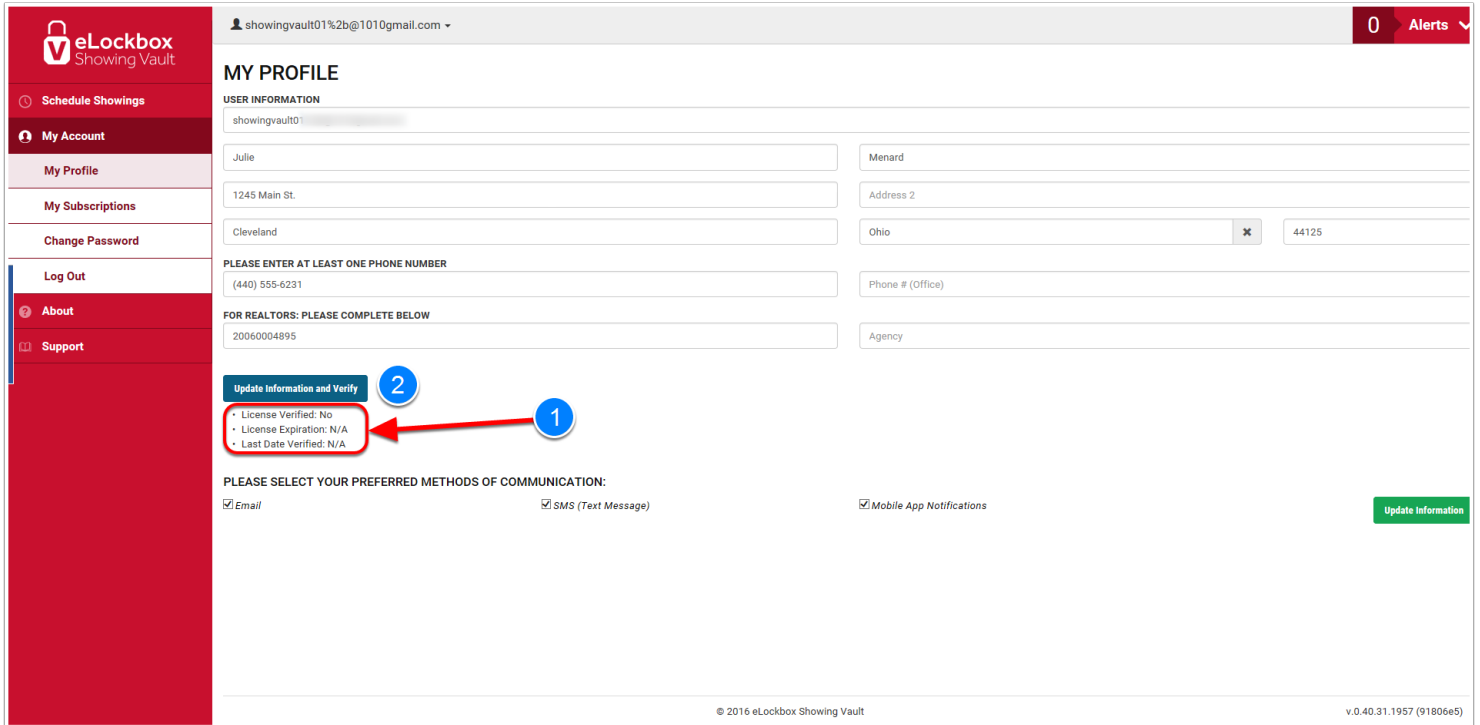
NOTE: Please ensure your name, address and license number are entered as listed on your license.

3. Click **Verify My Information** to re-submit your license information.

4. Click Skip if you would like to complete your account set-up without agent verification.

NOTE: You may re-verify at any time by going to **My Account - My Profile**, as seen on the following page.

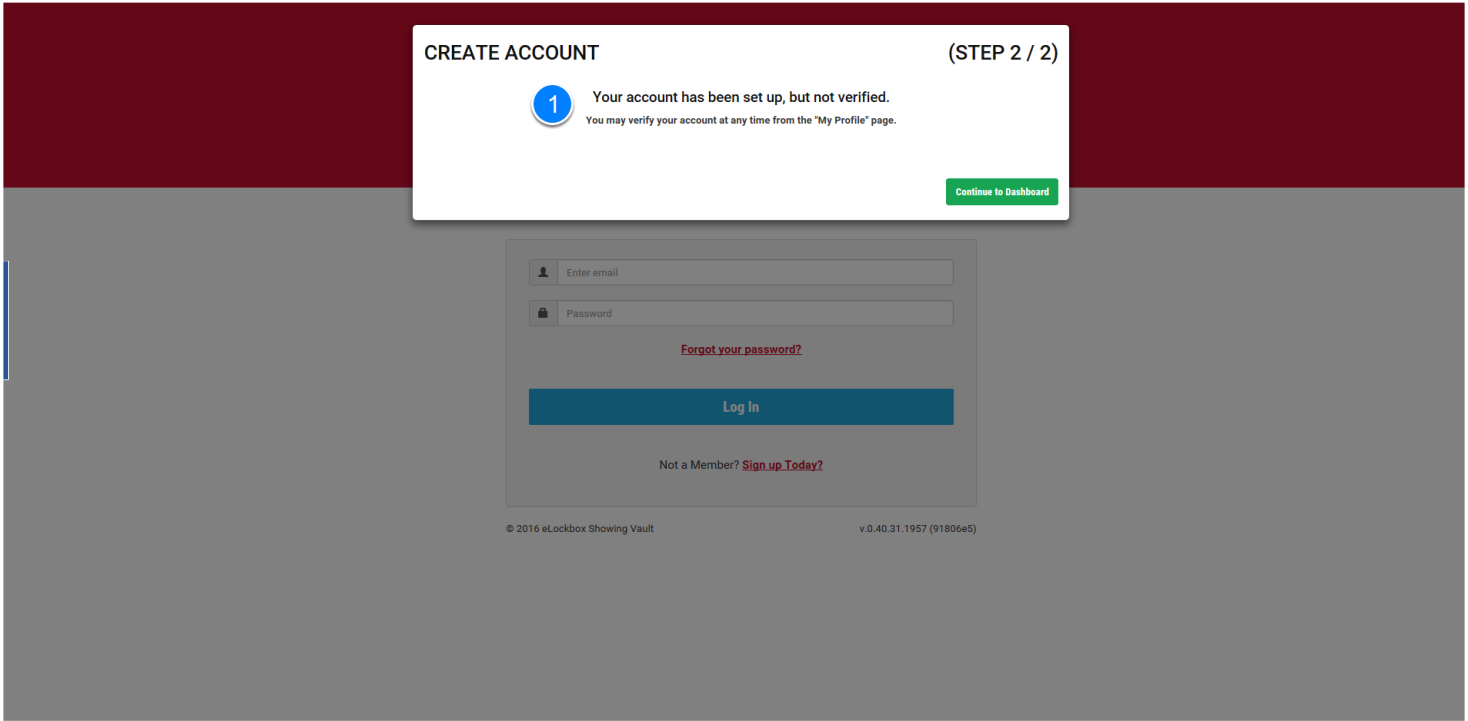
## My Profile - Display Agent Verification Status - Not Verified



The screenshot shows the 'MY PROFILE' page in the eLockbox ShowingVault system. The user is logged in as 'showingvault01%2b@1010gmail.com'. The page is divided into a left sidebar with navigation options and a main content area. The main content area is titled 'MY PROFILE' and contains several sections: 'USER INFORMATION', 'PLEASE ENTER AT LEAST ONE PHONE NUMBER', 'FOR REALTORS: PLEASE COMPLETE BELOW', and 'PLEASE SELECT YOUR PREFERRED METHODS OF COMMUNICATION'. The 'USER INFORMATION' section includes fields for Name (Julie), Last Name (Menard), Address (1245 Main St., Cleveland, Ohio 44125), and Phone # (Office). The 'FOR REALTORS' section includes a field for Agency (20060004895). The 'PLEASE SELECT YOUR PREFERRED METHODS OF COMMUNICATION' section has checkboxes for Email, SMS (Text Message), and Mobile App Notifications. A blue button labeled 'Update Information and Verify' is located above a red-bordered box containing the following text: '• License Verified: No', '• License Expiration: N/A', and '• Last Date Verified: N/A'. A red arrow points from a blue circle with the number '1' to this box. Another blue circle with the number '2' is positioned above the 'Update Information and Verify' button. A green 'Update Information' button is located at the bottom right of the main content area. The footer of the page contains the copyright information '© 2016 eLockbox Showing Vault' and the version number 'v.0.40.31.1957 (91806e5)'.

1. License verification status can be viewed under **My Account - My Profile**.
2. If you would like to retry verification, click on the **Update Information and Verify** button.

## Account Setup - Not Verified



CREATE ACCOUNT (STEP 2 / 2)

1 Your account has been set up, but not verified.  
You may verify your account at any time from the 'My Profile' page.

Continue to Dashboard

Enter email

Password

[Forgot your password?](#)

Log In

Not a Member? [Sign up Today?](#)

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1. When creating an account, you will be directed to this screen if you select **No** when asked to verify your license information or **Skip** when your information cannot be verified as entered.