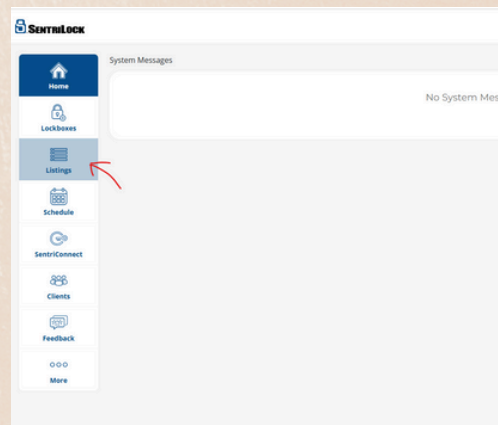
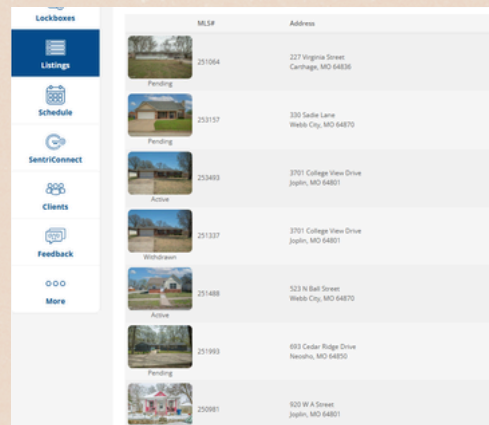


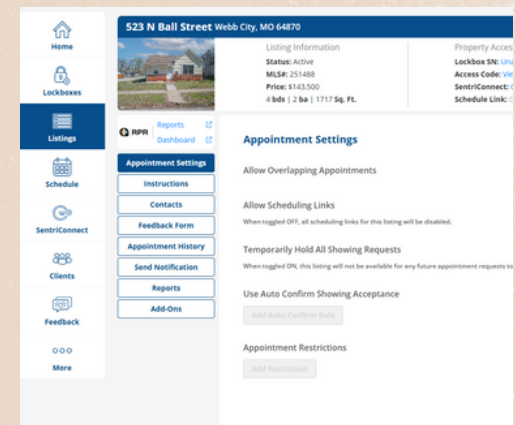
# How to Add ADDITIONAL SKSS NOTIFICATION RECIPIENTS



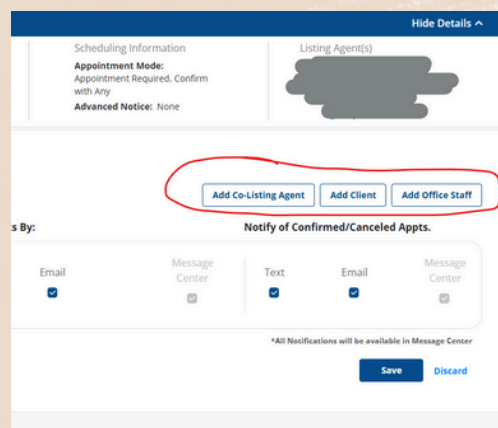
Log in to the Sentrilock account of the listing agent and click “Listings”.



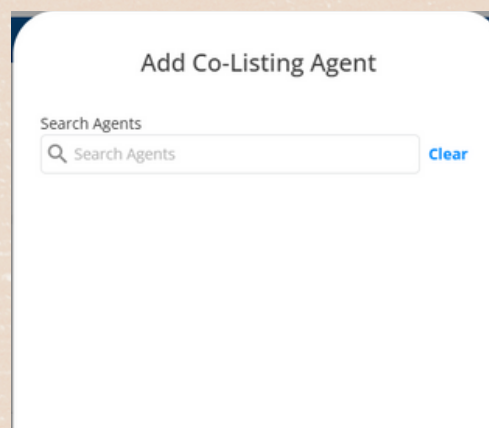
Choose the listing you want to change. Click on it.



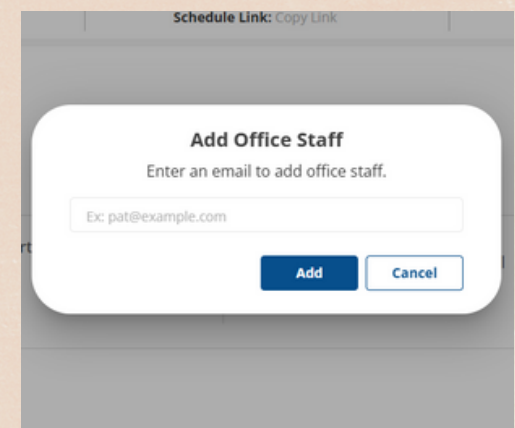
Click on “Contacts”.



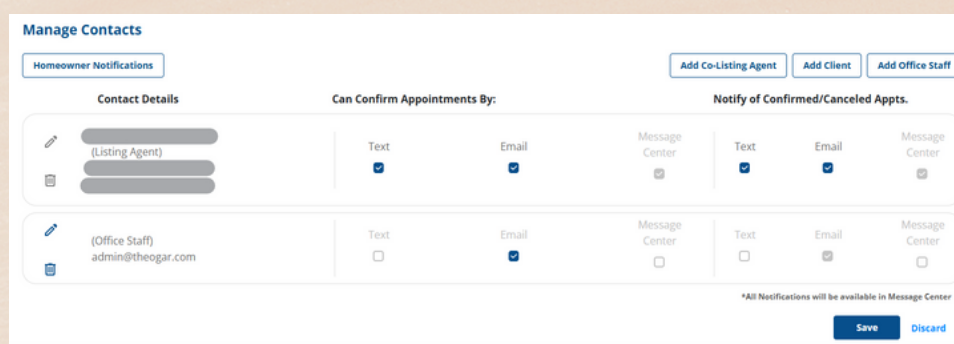
Choose what type of contact you'd like to add.



Co-list or client? Search and select them.



Staff? Add email address (doesn't have to be in Sentrilock system.)



New contact will be added to the list and can be notified and/or confirm appointments using settings.