

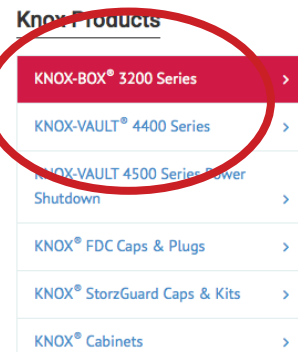
KNOX® eApproval – Online Ordering Instructions

Step 1:
Visit
www.knoxbox.com
Click the
GREEN shopping cart icon



Products/Place Order
eApproval and online purchasing available in select jurisdictions.

Step 2:
Select a Product Category
from the menu on the left:



Step 3:
Find your department either by zip code search
or by department name or city.

TO ORDER: FIND YOUR DEPARTMENT FIRST
In order to proceed with purchase of Knox products in this category for select jurisdictions, please enter the product installation zip code OR partial department name here:

Installation ZIP/Postal code: OR Department Name or City: State/Province (Optional):

IMPORTANT: If you cannot locate your department or do not know which department to select, please contact Knox Customer Service before proceeding. (800) 552-5669

Step 4:
Select your department
from the list.
You will notice the
eApprove symbol.

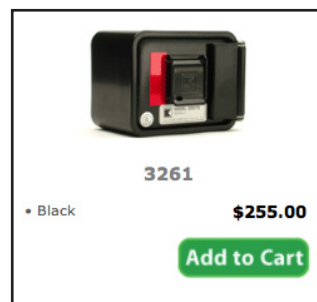


Proceed with order.
Pay after e-Approval.

Step 5:
Click to proceed

[Proceed with Pre-Authorization Order](#)

Step 6:
Add desired
product to cart.



Step 7:
Add installation address details

3261
KNOX-BOX® 3200 Series
Model 3261 – Surface Mount, Hinged, Black
\$255.00

Installation Address
This product requires an installation address (Street Address ONLY, no PO Box):

Business Name:
50 characters max. Enter "unknown" if unknown. Enter "Residence" if residence.

Building # (if applicable):

Building Name/Description (if applicable):

Street Number: Pre-Directional: Street Name: Street Type: Post-Directional:
Sample: 1601 W Deer Valley Road E

Suite Number:

City:


State:

Zip/Postal Code:

Country:

Step 8:
Submit for eApproval

Shopping Cart

Item	Qty	Price	Total
<input type="checkbox"/> delete this item  Model 3261 – Surface Mount, Hinged, Black	1	\$255.00	\$255.00

For: Metro Wash AP Authority
Install At:
1. ABC Company, Bldg #123 W 1601 Deer Valley Rd Phoenix, AZ 85027 [Change Address] [Remove Item]

Subtotal: \$255.00

If you have not yet set up an online account with Knox, you will be asked to do so at this time.

Once submission is complete, you will receive an email confirming receipt of your request.

(If you do not receive this email within 5 minutes of submission, contact KNOX Customer Service 800-552-5669.)

Step 9:
Monitor your email

Authorization Request # 5052 - Knox Company - APPROVED
orders@knoxbox.com

Once the authorizing department has approved your submission, you will receive another email with an approved shopping cart link.

Click the link in your email and follow the online instructions to complete purchase.

Alternatively, if your request is denied by the authorizing department, you will receive an email from them with further instructions.