

# KNOX ONLINE ORDERING ACKNOWLEDGMENT AND REGISTRATION FORM

Effective January 1, 2019, Knox Company will no longer provide or accept paper authorization forms. To provide online ordering for customers, please select either the Express or eApproval online ordering option below and submit this form by either fax, email or mail.

## Express Ordering

With Express Ordering, customers in a Department's territory may purchase Knox products, keyed to that Department System Code, without providing notice or securing pre-approval from the Department.

## eApproval Ordering

eApproval Ordering allows Departments to review and approve (or deny) products selected by property owners prior to purchase to confirm that products should be keyed to the Department's System Code. Once approved, customers then return to the Knox website to complete their transaction.

### By signing below, the department acknowledges and confirms:

1. The department wishes to allow property owners in its jurisdiction to order Knox products online using the selected approval/authorization method indicated above.
2. The department can update the online approval method at any time upon written notice to the Knox Company.
3. The department understands only recognized authorized signers for the department can request these changes and represents that the person signing this form is dully authorized to do so.

### Please type or print the following information:

Department Name	
Department System Code	
Department City	State
Knox Coordinator Name	Title
Knox Coordinator Email	
Signature	Date

### PLEASE COMPLETE, SIGN & SUBMIT TO "RECORDS" BY ANY METHOD BELOW:

**Email:** [info@knoxbox.com](mailto:info@knoxbox.com)

**Fax:** (623) 687-2296

**Mail:** ATTN: RECORDS  
1601 W. Deer Valley Road  
Phoenix, AZ 85027



# ONLINE ORDERING OPTIONS

**KNOXBOX.COM**

## Express ORDERING

With Express Ordering, property owners in a Department's jurisdiction can immediately purchase Knox products, keyed to that Department's System Code, without providing notice or securing pre-approval from the Department.

**1** Property Owner visits **knoxbox.com**, selects department + products.

**2** Property Owner checks out (creates account, adds shipping + payment info), completing transaction.

**3** Department receives an email notification when orders have been shipped.

## eApproval ORDERING

eApproval Ordering allows Departments to review and approve (or deny) products selected by property owners prior to purchase to confirm those products should be keyed to the Department's System Code. Once approved, customers then return to the Knox website to complete their transaction.

**1** Property Owner visits **knoxbox.com**, selects department + products, creates account and submits request for approval.

**2** Department "Approvers" receive email informing them they have a request to review

**3** Department "Approvers" log into Knox Partner Portal to review and approve or deny request.

**4** Upon Approval, Property Owner receives an approval email with secure cart link.

**5** Property Owner clicks link from email, logs into website, adds shipping + payment info, and completes transaction.

**6** Department receives an email notification when orders have been shipped.