

KNOX® eApproval – Online Ordering Instructions

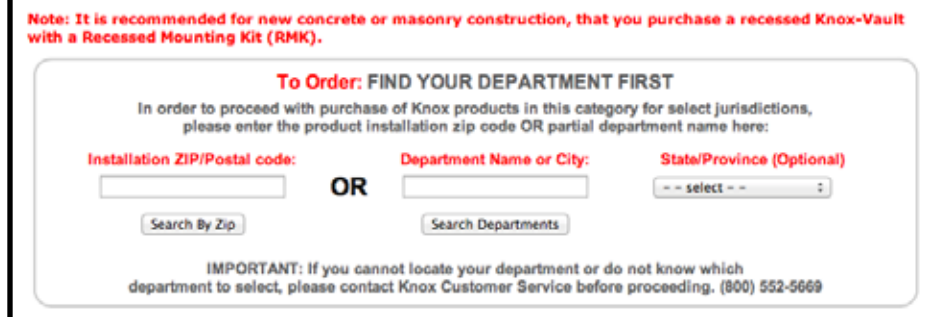
Step 1:
Visit
www.knoxbox.com



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.



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



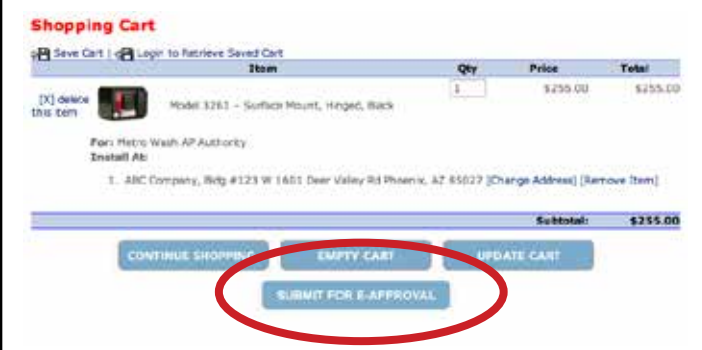
Step 6:
Add desired
product to cart.



Step 7:
Add installation address details



Step 8:
Submit for eApproval

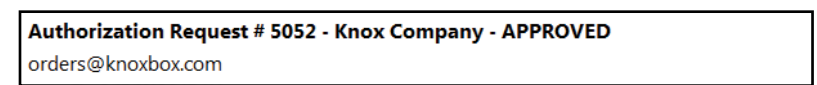


If you have not yet set up an online account with Knox, you will be asked to do so at this time.

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



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.