

Knox Box

Ordering for your business or residence

- 1.) Go to **KnoxBox.com**
- 2.) Click on the **Product/Place Order Icon**
- 3.) **Select the Knox Box Series** that best suits your needs
 - a. **Knox Box 3200 Series**- For Businesses with under 10 keys
 - b. **Knox Box 4400 Series**- For Businesses with 10+ keys
 - c. **Knox Box 1650 Residential**- For residences
- 4.) Once you select the series, **Type in Zip Code, 98926, Then Click on Search By Zip**
- 5.) Scroll until you find **Kittitas Valley Fire & Rescue** then **Click on it.**
- 6.) **Click on Proceed with Pre-Authorization Order**
- 7.) **Click on Add to Cart, the Knox box you would like to order.**
 - a. Recess- Install Yourself
 - b. Surface- Free Installation
- 8.) Once you click on add to cart, **fill out the installation address form and Click on Save Address.**
- 9.) Review the information you entered and product ordered then **Click on Submit for eApproval.**
- 10.) If you are already registered go ahead and login, if not already registered fill out the **NEW Customer Only** form.
- 11.) Now wait for further Instruction via Email.

The screenshot displays the Knox Box website interface. At the top, the navigation menu includes Home, Rapid Entry System, Price List, Library, Blog, About Us, and Contact. The main banner features the Knox logo and a 'Campus Security' section with images of Knox boxes. Below the banner are three circular icons: 'Products/Place Order' (a shopping cart), 'Library', and 'Blog'. The 'Knox Products' section lists three series: 'KNOX-BOX® 3200 Series', 'KNOX-VAULT® 4400 Series', and 'KNOX-BOX® 1650 Residential'. A 'TO ORDER: FIND YOUR DEPARTMENT FIRST' section prompts the user to enter an 'Installation ZIP/Postal code' (98926) or a 'Department Name or City'. A 'Search By Zip' button is highlighted. Below this, 'KITITAS VALLEY FIRE & RESCUE' is selected as the department. A message states: 'You have chosen a department that requires eApproval. You can proceed by selecting the product you would like to order online now. Knox will work with your chosen department to obtain the required authorization. Upon authorization, you will be sent an email with a link to complete your order with payment information and shipping preference. You will receive an invoice via email followed by a shipping confirmation when your order ships. If Knox is unable to obtain authorization on your behalf, or if your authorization request is denied by the department within 10 working days, your authorization request will be cancelled and you will be notified via email.' A 'Proceed with Pre-Authorization Order' button is highlighted. The 'Installation Address' form is shown with fields for Business Name, Building #, Street Number, Pre-Directional, Street Name, Street Type, Post-Directional, Suite Number, City, State, Zip/Postal Code, and Country. A 'Save Address' button is highlighted. At the bottom, a navigation bar contains 'Continue Shopping', 'Empty Cart', 'Update Cart', and 'Submit for eApproval' buttons. The 'Submit for eApproval' button is highlighted. Below the navigation bar are two forms: 'Login' and 'NEW Customers Only'. The 'NEW Customers Only' form includes fields for First Name, Last Name, Password, Company, Phone, Email, Email Confirmation, New Password, New Password (again), Secret Question, Favorite pet's name, and a checkbox for 'Remember Email'. A 'Create Account' button is at the bottom right.