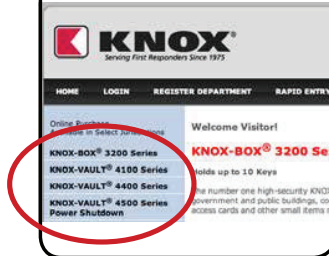


# KNOX® eApproval – Online Ordering Instructions

**Step 1:**  
Visit  
[www.knoxbox.com](http://www.knoxbox.com)

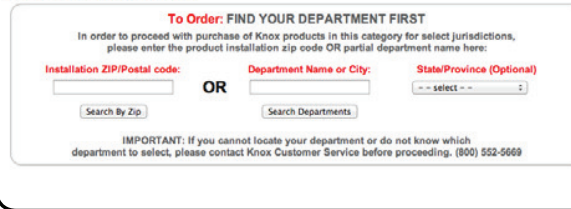


**Step 2:**  
Select a Product Category  
from the menu on the left:



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

Note: It is recommended for new concrete or masonry construction, that you purchase a recessed Knox-Vault with a Recessed Mounting Kit (RMK).



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

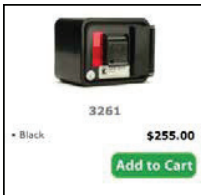


Proceed  
with order.  
Pay after  
e-Approval.

**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 residential.

Building # (if applicable): \_\_\_\_\_

Building Name/Description (if applicable): \_\_\_\_\_

Street Number: \_\_\_\_\_ Pre-Directional: \_\_\_\_\_ Street Name: \_\_\_\_\_ Street Type: \_\_\_\_\_ Post-Directional: \_\_\_\_\_

Suite Number: \_\_\_\_\_

City: \_\_\_\_\_

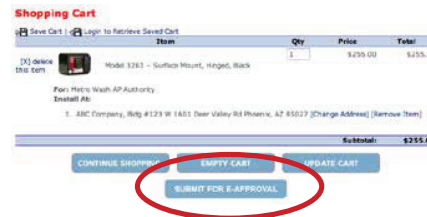
State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: United States

[Save Address](#) [Save and Add Another](#)

**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

Authorization Request # 5052 - Knox Company - APPROVED  
[orders@knoxbox.com](mailto: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.

# Additional Instructions

Go to [www.knoxbox.com](http://www.knoxbox.com)

Click the green shopping cart in bottom left corner to proceed to step 2

Step 3 - Zip code is 78666 or San Marcos Fire Department

3200 series Knox box is most commonly used:

- Black
- Hinged
- Mounting option – your choice

Installation address is required to be for project (structure) address.

- Business name required
- Street direction required (N, S, E, W) if applicable