

INSTRUCTIONS FROM THE FIRE MARSHAL

ONLINE ORDERING

KNOX Products

<https://www.knoxbox.com/>

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 "Products" and a dropdown list will appear, then select product to be ordered (Commercial Knoxboxes, KNOX FDC Plug, etc.), this will take you to finding the City of Ammon account. Select "IDAHO" and fill in next field with "Ammon Fire Dept."

2

Department "Approvers" receive an email informing them they have a request to review.

3

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

4

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

5

Department receives an email notification when orders have been shipped.