

How to Order Your Knox Box

To order a Knox Box or other Knox product for an occupancy within our district please go to <http://www.knoxbox.com/>.

1. On the Knox Company homepage, scroll down until you find the following button:



Press the green shopping cart to begin the ordering process.

2. Next, you will be taken to a page requesting a zip code or fire department. In the Department Name or City box type Greater Brighton Fire as shown below and click the blue 'Search Departments' box.

TO ORDER: FIND YOUR DEPARTMENT FIRST

In order to proceed with purchase of Knox products in this category for select jurisdictions, please enter the product installation zip code OR partial department name here:

Installation ZIP/Postal code:	OR	Department Name or City:	State/Province (Optional):
<input type="text"/>		<input type="text" value="Greater Brighton Fire"/>	-- select --
<input type="button" value="Search By Zip"/>		<input type="button" value="Search Departments"/>	

IMPORTANT: If you cannot locate your department or do not know which department to select, please contact Knox Customer Service before proceeding. (800) 552-5669

3. You will then be taken to a screen with the following box:

GREATER BRIGHTON FIRE PROT DIST

	Greater Brighton Fire Prot Dist 500 S 4TH AVE FL 3 BRIGHTON, CO 80601-3110		Proceed with order. Pay after e-Approval
Select			

Click on the Greater Brighton Fire link.

4. Once our department is selected, you will be taken to a screen requesting you to proceed with the pre-authorization order. Click the green 'Proceed with Pre-Authorization Order' button.

Selected Department

	Greater Brighton Fire Prot Dist 500 S 4TH AVE FL 3 BRIGHTON, CO 80601-3110 Clear Department Selection Choose Another Department
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You have chosen a department that requires eApproval.

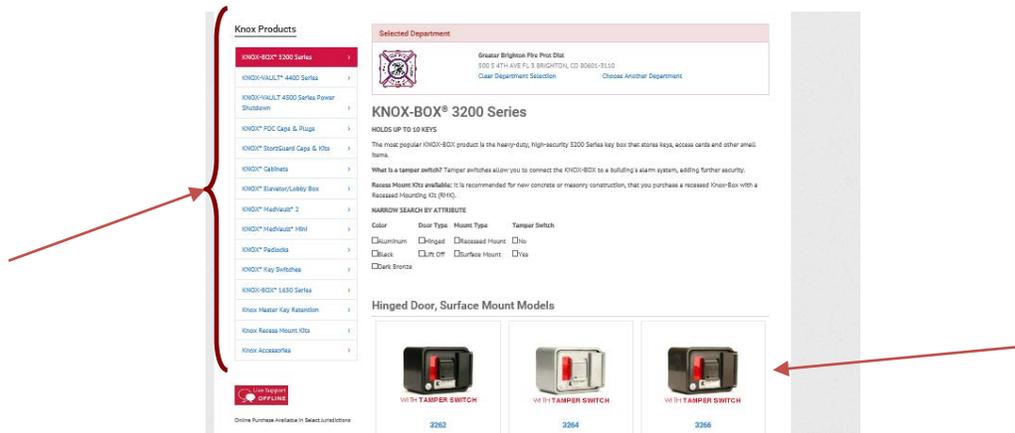
You can proceed by selecting the product you would like to order online now.

Knox will work with your chosen department to obtain the required authorization.

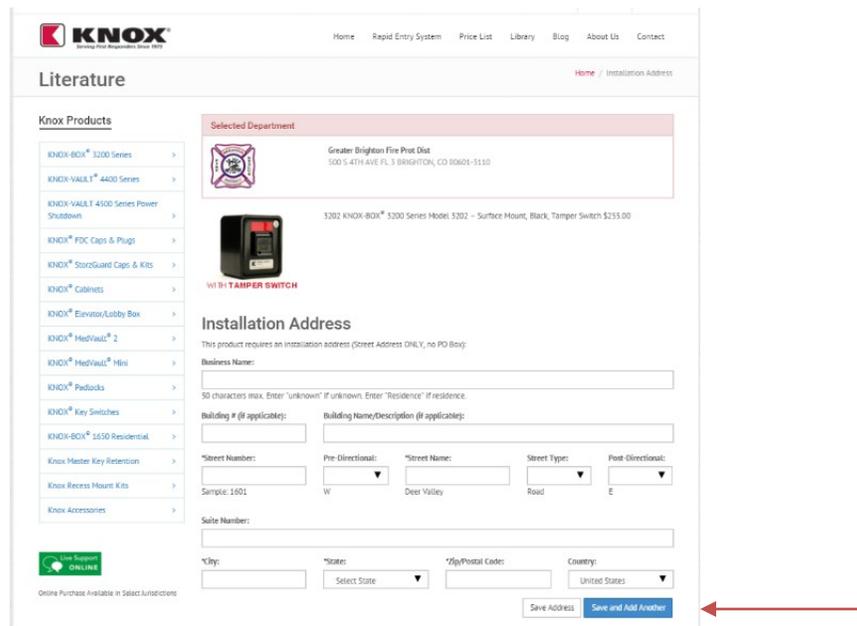
Upon authorization, you will be sent an email with a link to complete your order with payment information and shipping preference. You will receive an invoice via email followed by a shipping confirmation when your order ships.

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 pre-authorization request will be cancelled and you will be notified via email.

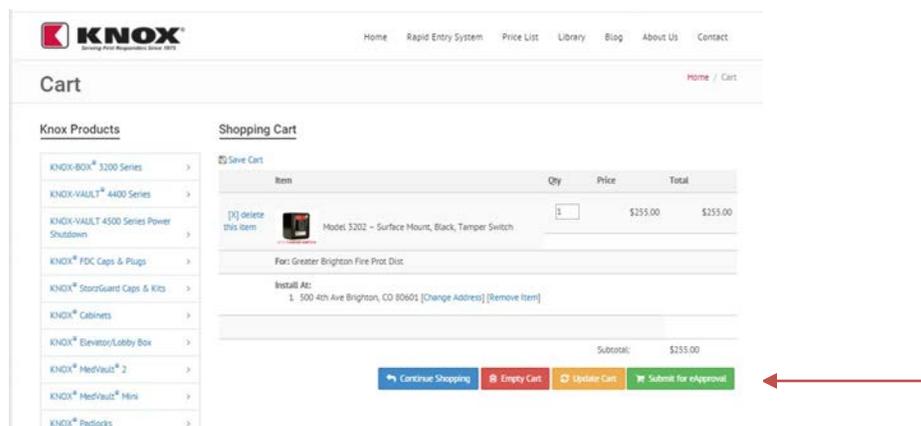
- The next page you will be taken to is the where you will select the Knox product you need. You may either select from the 3200 Series boxes that automatically pop up or from the products listed on the left side of the screen. When you find the product you need, push the 'add to cart' button.



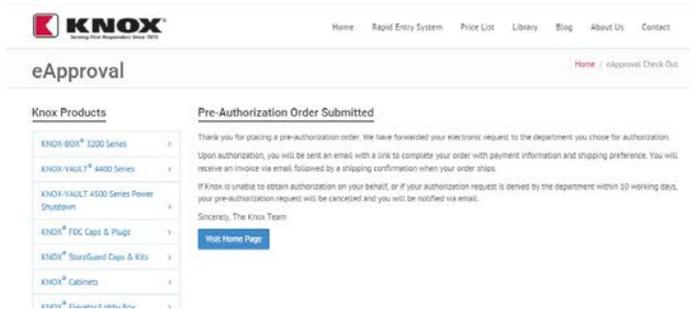
- You will next be taken to Installation Address page. Fill out the appropriate information for your project and then click 'Save Address'



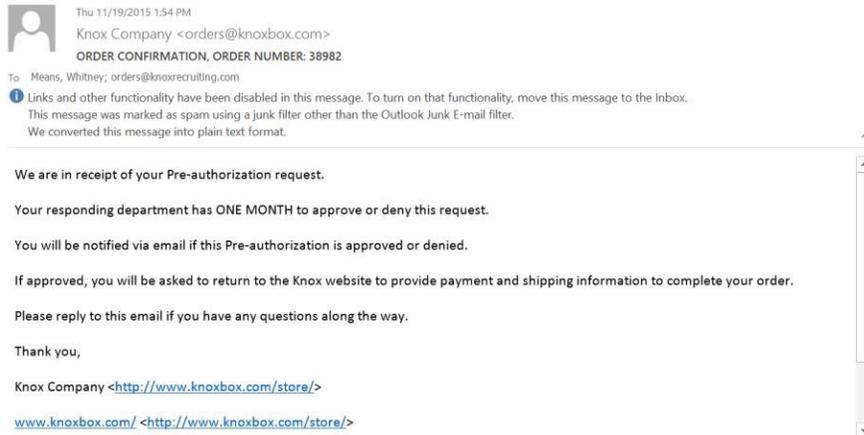
- Finally, you will taken to your 'Shopping Cart' page as shown below. After reviewing your order, click the green 'Submit for eApproval' button to submit your order.



8. The final page you will be taken to is the eApproval page. This screen lets you know you have submitted your order and are waiting for our approval.



9. An email will be sent to you similar to the one below.



10. Once approved by us, you will need to return to the Knox Company website to provide payment and shipping information.

Please don't hesitate to contact us with any questions!