



ONLINE ORDERING OPTIONS

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 department + products, creates account and submits request for approval.

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

3 Department "Approvers" log into Knox Partner Portal to review and approve or deny request.

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

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

6 Department receives an email notification when orders have been shipped.