



Long Beach Fire Department Bureau of Fire Prevention

Knox Box eApproval
Online Ordering Instructions

STEP #1:

Go to: www.knoxbox.com

STEP #2:

Click **BUY** on top right hand corner of the Knox home page

BUY

STEP #3:

- In Your Location box, select CALIFORNIA
- In the Local fire department/agency box, type the following: **Long Beach Fire Prev Bur.**
- Click **Search**.

Your location

CALIFORNIA

Local fire department/agency

Long Beach Fire Prev Bur

Search

STEP #4:

Select the first option **Long Beach Fire Prev Bur** to show the Knox Box products.

Long Beach Fire Prev Bur
Long Beach, CA **Select**

Long Beach Fire Prev Bur
Long Beach, CA
Dept Use Only
Please contact your Fire Department directly to obtain an order form.

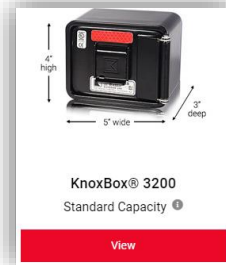
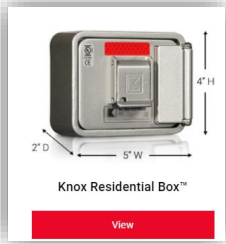
Long Beach Fire Prev Bur
Long Beach, CA **Select**
Residential Use ONLY - HomeBoxes

STEP #5:
SELECTING THE KNOX BOX

- Scroll the page and select either Residential Knox Boxes (ie. 1658) or Commercial Knox Boxes (ie. 3200, 4400);



- Click **View** under appropriate Knox Box being ordered.



STEP #6:

Make the appropriate selections for the Knox Box, fill out the Installation Address information, check the box to confirm the correct department was selected and click **Submit**.



STEP #7:

Click **Add to Cart**.



STEP #8:

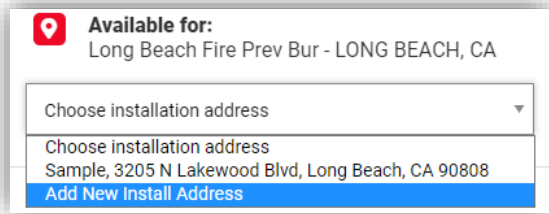
Sign in to your account. If you are a new customer, create an account by filling out the fields in the New Customer section and click **Register**.

Returning Customer	New Customer
<p>Email Address</p> <input type="text"/>	<p>First name: *</p> <input type="text"/>
<p>Please enter a user name</p>	<p>Last name: *</p> <input type="text"/>
<p>Password:</p> <input type="password"/>	<p>Email: *</p> <input type="text"/>
<p><input type="checkbox"/> Stay signed in on this computer</p>	<p>Confirm Email Address *</p> <input type="text"/>
<p>Sign in</p> <p>Forgot Password?</p>	<p>Phone Number: *</p> <input type="text"/>
	<p>Company (For non-commercial users, please type "Residential"): *</p> <input type="text"/>
	<p>Password: *</p> <input type="password"/>
	<p>Password strength: ●</p>
	<p>Confirm password: *</p> <input type="password"/>
	<p><input type="checkbox"/> I agree to the Terms and Conditions.</p>
	<p>Register</p>

STEP #9:

After signing in or creating an account, it will prompt you back to the Shopping Cart page.

- To add more items, click **Continue Shopping**.
Note: You can add another address for an item by adding a new installation address.



The screenshot shows a dropdown menu titled "Available for:" with the location "Long Beach Fire Prev Bur - LONG BEACH, CA". Below the title is a search input field with the placeholder text "Choose installation address". The dropdown list contains two options: "Choose installation address" and "Sample, 3205 N Lakewood Blvd, Long Beach, CA 90808". The "Add New Install Address" option is highlighted in blue at the bottom of the list.

Continue Shopping

- When you are done adding the product(s), click **Checkout**.

Checkout

STEP #10: **CHECKOUT**

- Complete the fields for Checkout – Billing Address.
Note: Check the Ship to a different address box if you want it to be shipped to a different address.
- Click **Continue** to proceed to the shipping method screen.
- After choosing a shipping method, click **Continue** to proceed to the payment screen.
- Enter the payment information and click **Continue**.

Review all items for accuracy, and click **Complete Order** to complete your purchase.

Complete Order

For any further questions regarding Knox Box eApproval, please contact the Fire Prevention Bureau via email: LBFDKnoxRequests@longbeach.gov or telephone **(562) 570-2563**.