



COLUMBIA BOROUGH FIRE DEPARTMENT

726 Manor Street - P O Box 426

Columbia PA 17512-0426

Knox Box On-Line Purchase Procedure

1. Please visit: <https://www.knoxbox.com/>
2. Top right hand corner click on red rectangle with BUY written in the rectangle.



3. In the search box please type COLUMBIA BOROUGH and then click submit (blue rectangle).
4. Then click the Select Department (blue rectangle) that matches the fire department name of Columbia Borough FD, Columbia, Pennsylvania 17512-0426.

Columbia Borough FD

Columbia, Pennsylvania 17512-0426

Select Department

5. From the product page, add all required items to your shopping cart.
6. Once required items are in your shopping cart enter product installation address and click Submit (green rectangle).

Please enter product installation address below.

| | | |
|---|--|---|
| Business Name <input type="text" value="Business Name"/> | Building Number <input type="text" value="Ex: Bldg 101"/> | Building Name / Description <input type="text" value="Ex: Front Gate"/> |
| Address <input type="text" value="Enter Street Address"/> | City <input type="text" value="City"/> | State / Province <input type="text" value="State / Province"/> |
| Ordered By <input type="text" value="Please select your industry"/> | Product Usage <input type="text" value="Please select your application type"/> | Zip/Postal Code <input type="text" value="Zip/Postal Code"/> |
| | | <input type="button" value="Save & Add Another"/> <input type="button" value="Submit"/> |

7. Clicking Submit will take you to your shopping cart, please confirm the correct items are in your shopping cart then click Submit for eApproval (green rectangle, bottom right corner).
8. Once the eApproval has been sent, please create an account.
9. Once the eApproval has been confirmed by the Columbia Borough Fire Department, an email with a link will sent to you to complete your order.

www.cbfd80.com