



Restricted Product

For Schlage® Primus & Everest Key Systems



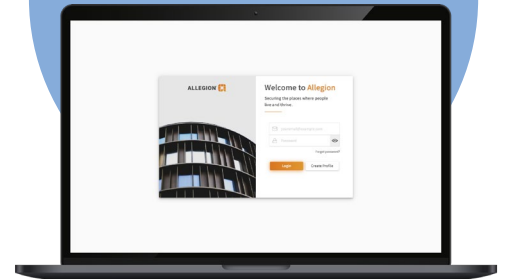
Overview

At Schlage®, we take key control as seriously as you do. Visit our secure web portal to easily generate an authorization for restricted keys and cylinders. Simply provide the file with your purchase order to an Allegion authorized reseller.

Benefits:

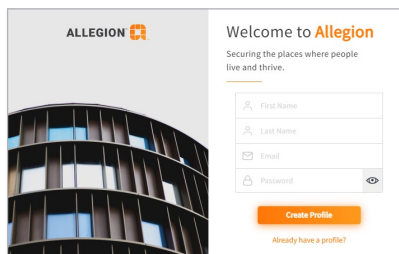
- Minimize time inefficiencies by implementing an expiration date, allowing for multiple uses of a Restricted Product Authorization (RPA)
- Manage who can generate RPAs for your key system
- Get validations completed quicker, rather than waiting on them through the mail
- Ability to review order authorization history
- Eliminate the current paperwork intensive process
- All RPAs are securely generated by Schlage

Users can manage all authorizations on restrictedproduct.allegion.com.



How to Register

1. Go to restrictedproduct.allegion.com.
2. Fill in the user information that will be used to create your profile.
3. Click "Create profile".
4. Clicking create profile will send a verification email that will require action.
5. Check your inbox and follow the steps.
6. Login to get started. If you see your account(s) listed, see last section on creating authorizations. If you have no account(s) listed, see next section on requesting access.



Review Restricted Product Authorization History

Through your Restricted Product account, you can review your history of Restricted Product Authorizations (RPA).

- Order/date RPA was used
- Reprint RPA
- Update expiration date
- Who created
- When created
- Addresses used

Request Access to an Existing Account

1. Login to restrictedproduct.allegion.com.
Click +Add Account and the User Type window will pop up.

User Type

Let's get started

I am requesting access to an existing account
(Meaning I want to manage one or more accounts starting with X, P, E or F in this website and create digital authorizations)

I want a new account
(Meaning I need Allegion to generate a brand new account number either my first account or a new account in addition to any existing I may have)

I am a(n):

End User

Dealer

Buttons: Cancel, Previous, Next, Save

3. Enter your account details and click Next.
Review the entered information, then click Save.

Account Details

Account Number* Account Name*

Accounts start with X, P, E or F followed by 5 numbers.

Address Line 1* Address Line 2* City*

Country* UNITED STATES State* Zip Code* Ex. 45123

Address may automatically be updated based on recommendation from validation service.

Buttons: Cancel, Previous, Next, Save

2. Make the appropriate selections.
Only select "I want a new account" if you do not have any restricted key system installed. If you do, a new account will be created and the keys will not be compatible with the existing products in the facility.

4. The request will go to the appropriate party for approval.
 - If the requestor name entered (when dealer was selected) matches the existing paper work, the request will be approved.
 - If requestor does not match, the Key Control team will reach out to request additional documentation.

How to Create a Restricted Product Authorization

1. Login to restrictedproduct.allegion.com.
2. Select the appropriate restricted product account if you have more than one account for your organization.
3. Use the Manage Addresses and Manage Contacts buttons under Account info to input to whom and where your restricted product will ship and set as default to populate on the form.

School District E9999

ACCOUNT INFO AUTHORIZATIONS

+ Create Authorization

Account Information Approved History

Type: EVEREST

ACCOUNT NAME: School District LEVEL: EV

ORGANIZATION: School District

ACCOUNT #: E99999

ADDRESS: 123 Main St, Denver, CO 80226

Buttons: Manage Addresses, Manage Contacts, View Full Account History

Default Shipping Addresses:

RESTRICTED LOCKS, CYLINDERS & CORES *	CUT KEYS *	MASTER KEYS *	BLANK KEYS *
School District ATTN: Account Owner 123 Main St Denver, CO 80226 UNITED STATES	School District ATTN: Account Owner 123 Main St Denver, CO 80226 UNITED STATES	School District ATTN: Account Owner 123 Main St Denver, CO 80226 UNITED STATES	School District ATTN: Account Owner 123 Main St Denver, CO 80226 UNITED STATES

4. Select +Create Authorization.
5. Completely fill out all four address sections, *even if all product types are not being ordered*. The address record must be added in the Manage Address section and the contact record must be added in the Manage Contacts section, both located on the Account Page, so it can be selected in the drop down.

Create Authorization

All addresses and contacts must be filled out EVEN if all product types are not being ordered.

Restricted products will be sent to the following addresses:
Before the authorization can be saved, all Attention contacts and/or Location addresses must be set. If drop down does not contain correct contacts or addresses, click cancel and go back to Manage Contacts and click +Add New Delivery Contact and/or Go to Manage Addresses and click + Add New Shipping Address.

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RESTRICTED LOCKS, CYLINDERS & CORES *	CUT KEYS *
Contact* Account Owner	Contact* Account Owner
Address* School District, 123 Main St Denver CO 80226	Address* School District, 123 Main St Denver CO 80226
<input type="checkbox"/> Use Contact and Address for all keys	

MASTER KEYS *	BLANK KEYS *
Contact* Account Owner	Contact* Account Owner
Address* School District, 123 Main St Denver CO 80226	Address* School District, 123 Main St Denver CO 80226

6. Confirm addresses and contacts are correct.
7. Select Set Expiration Date to allow multiple uses for an RPA.

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One time use

Set expiration date

Email Authorization To:
Email:
Type a new email and press enter...

Notes will display on Authorization PDF and are for informational purposes only. Please do not put any shipping and/or other instructions for factory.
Additional Notes:
Type any additional notes...

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Buttons: Cancel, Create Authorization

8. Select Create Authorization. The authorization is now created and sent to the email address on file. It is also accessible from the Authorizations tab. **Be sure to provide the file with your purchase order to your Allegion supplier.**