



Electronic validation

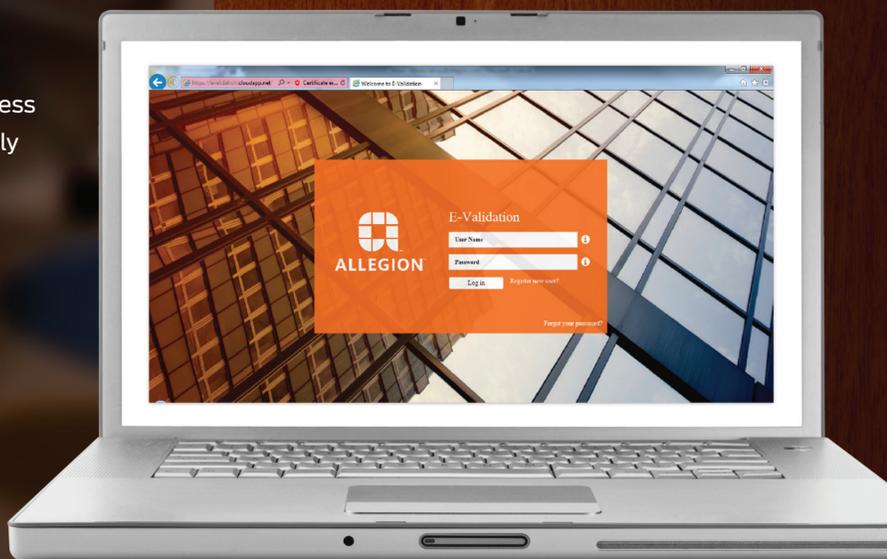
For Schlage® Primus and Everest key systems

At Schlage we take key control as seriously as you do. Visit our secure web portal that takes all the hassle out of ordering keys and cylinders for patented or restricted key systems.

Users can now manage all orders on mycredentials.allegion.com, a one stop shop for all validation orders.

Benefits:

- Manage who can generate restricted product authorizations for your keyways
- 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 restricted product authorizations are securely generated by Schlage



How to register

1. Go to **mycredentials.allegion.com**



2. Click "Register new user?"
3. Fill in the user information that will be used to locate and link your e-validation account with your Allegion restricted product account.

4. Company information should be for the parent organization of the restricted key system installed (i.e. County School Corporation versus County High School).
5. Login name will be your company/corporate e-mail address. Cloud based e-mail addresses (Yahoo, Gmail, Hotmail) will not be accepted.
6. Clicking submit will send your request for an account to Allegion for approval. You will receive an authentication e-mail that will require action. Check your e-mail inbox.

Account and contact maintenance

Through your MyCredentials account you can simultaneously manage all account and contact information

How to create a restricted product authorization

1. Go to **mycredentials.allegion.com** and select e-validation
2. Navigate to Create Order Authorization
3. Select the appropriate restricted product account if you have more than one account for your organization.
4. Select existing addresses and contacts for each of the restricted product categories (Locks, Cut Keys, Cut Master Keys and Key Blanks).
 - a. If one doesn't exist – there is an option to add new



5. Click "Preview", review address and ship to contact information and accept to submit or reject to correct.
6. The authorization will be processed with the selections made. An e-mail will be generated and sent to the e-mail address on file for account holder that will contain the electronic facesheet in .pdf file format.
7. Forward the .pdf file received to your distributor via e-mail or fax along with your order for restricted product.



Review restricted product authorization history

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

- RPA number
- Who created
- Ability to "Repeat" a previous RPA
- When created
- Addresses used

About Allegion

Allegion (NYSE: ALLE) is a global pioneer in safety and security, with leading brands like CISA®, Interflex®, LCN®, Schlage® and Von Duprin®. Focusing on security around the door and adjacent areas, Allegion produces a range of solutions for homes, businesses, schools and other institutions. Allegion is a \$2 billion company, with products sold in almost 130 countries. For more, visit **www.allegion.com**.

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