

# Registration & Instructions

1. Bring up the KOLAR web site in your browser: <http://kolar.kgs.ku.edu>. It will look like this:

Home Help

KOLAR

**Kansas On-Line Automated Reporting**, or KOLAR, is for use by:  
Oil & Gas Operators and Purchasers  
County Appraisers  
Water Well Contractors  
Injection Well Operators  
The Kansas Corporation Commission  
The Kansas Department of Revenue  
The Kansas Department of Health and Environment

Sign In

Username

Password

Login

[Register a new account](#) | [I forgot my password](#) | [I forgot my username](#)

KOLAR supports the following browsers (2 most recent versions):

Chrome Safari Firefox IE

2. Click on “Register a new account.”

### 3. Enter the requested information and click on “Register” to get a confirmation page:

[Home](#) [Help](#)

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## New User Registration

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### User Information

First Name	<input type="text" value="Wanda"/>	*
Last Name	<input type="text" value="Water"/>	*
KOLAR Username	<input type="text" value="wandawater"/>	*
	<ul style="list-style-type: none"><li>You may use letters, digits, and underscores.</li><li>Do not use special characters such as @ and &amp;.</li><li>Usernames must be 8 to 30 characters in length.</li><li>Usernames are case sensitive.</li></ul>	
Email	<input type="text" value="wanda@water.com"/>	*
Phone	<input type="text" value="123-456-7899"/>	*
Extension	<input type="text"/>	

### Tell Us How You Plan to Use KOLAR

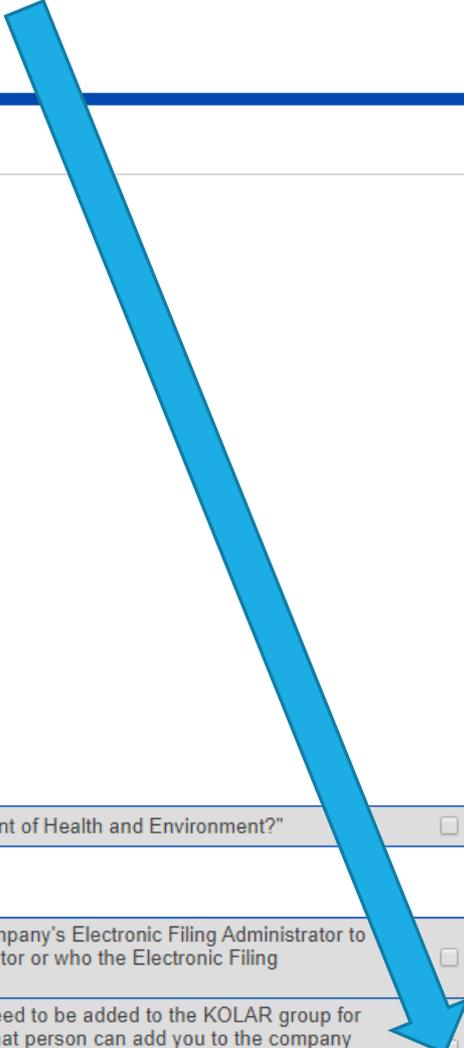
Water Well Contractors:

Do you want the ability to submit forms associated with the Water Well program to the Kansas Department of Health and Environment?

Oil & Gas Operators:

Do you want the ability to submit forms to the Kansas Corporation Commission (KCC)? Contact your company's Electronic Filing Administrator to add you to your company's group. If you are not sure if your company has an Electronic Filing Administrator or who the Electronic Filing Administrator is, contact the KCC at (316) 337-6200.

Do you want the ability to report severance tax to the Kansas Department of Revenue? If so, then you need to be added to the KOLAR group for your company. If other people in your company use KOLAR, ask them who the group administrator is. That person can add you to the company group. If you are the first KOLAR user for your company, call Roberto Tetuan at the Department of Revenue, 785-296-7713 and he will get you set-up. Have your KDOR Taxpayer ID number handy when you call.



### 3a. Confirm the information to complete registration:

[Home](#)[Help](#)

## Confirm New User

### User Information

Username	wandawater
Name	Wanda Water
Email	wanda@water.com
Phone (999-999-9999)	123-456-7899
Extension	

### Additional Information

#### Water Well Contractors:

Do you want the ability to submit forms associated with the Water Well program to the Kansas Department of Health and Environment?"	No
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#### Oil & Gas Operators:

Do you want the ability to submit forms to the Kansas Corporation Commission (KCC)? Contact your company's Electronic Filing Administrator to add you to your company's group. If you are not sure if your company has an Electronic Filing Administrator or who the Electronic Filing Administrator is, contact the KCC at (316) 337-6200.	No
Do you want the ability to report severance tax to the Kansas Department of Revenue? If so, then you need to be added to the KOLAR group for your company. If other people in your company use KOLAR, ask them who the group administrator is. That person can add you to the company group. If you are the first KOLAR user for your company, call Roberto Tetuan at the Department of Revenue, 785-296-7713 and he will get you set-up. Have your KDOR Taxpayer ID number handy when you call.	No

[Incorrect - Start Over](#)[Correct - Register Now](#)

4. You will get this page telling you that an email has been sent to you with a temporary password. It takes a minute or two, but you will get the password in your inbox with instructions.

## KOLAR

**You have successfully created a user account on KOLAR (Kansas On-Line Automated Reporting). If other members of your company are already using KOLAR, ask your KOLAR Group Administrator to add you to the group. Otherwise:**

- To submit KCC (Kansas Corporation Commission) forms through this system, a company's authorized agent must complete and mail the Master Electronic Filing Certification form along with the Appointment of the Electronic Filing Administrator to the KCC. The form may be found at [http://www.kcc.ks.gov/conservation/forms/kolar\\_mefc.pdf](http://www.kcc.ks.gov/conservation/forms/kolar_mefc.pdf)

More information is available on the KOLAR Help pages and on the KCC website: [http://www.kcc.ks.gov/conservation/forms/kolar\\_faq.htm](http://www.kcc.ks.gov/conservation/forms/kolar_faq.htm)

- To submit DOR (Department of Revenue) tax returns through this system, please contact DOR: (785) 368-8222.
- To submit forms associated with the Water Well program through KOLAR, please contact KDHE: (785) 296-5524.
- To submit UIC or UHS documents, you will receive your user name from the UHS or UIC program manager. Once you have your user name, you will receive an email from KOLAR which will include a temporary password. Log into [www.kolar.kgs.ku.edu/welcome.cfm](http://www.kolar.kgs.ku.edu/welcome.cfm), enter your temporary password, reset your password, and you will be in the system. The temporary password only lasts two days, so contact the program manager if you cannot get to KOLAR within two days.
- All other users, please [email us](#).

**A temporary password has been emailed to [wanda@water.com](mailto:wanda@water.com). Please log in with this password in the next 2 days. At that time, you will be asked to reset your password to one of your choosing. If you have any trouble, please [email us](#).**

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The Kansas Department of Health and Environment

Sign In

Username	<input type="text"/>
Password	<input type="password"/>

[Register a new account](#) | [I forgot my password](#) | [I forgot my username](#)

## 5. Check your email, for a message from KOLAR (noreply.kgsprd@kgs.ku.edu) This contains your temporary password to complete the process.

☐ ☆ noreply.kgsprd

+KOLAR: Temporary Password and Login Instructions - Welcome to KOLAR, the Kansas On-Line Automated Reporting system for interacting on-line with Kansas State Agencies. You have ...

### +KOLAR: Temporary Password and Login Instructions Inbox x



noreply.kgsprd@kgs.ku.edu

3:29 PM (0 minutes ago) ☆ ↩ ⋮

📧 to me ▾

Welcome to KOLAR, the Kansas On-Line Automated Reporting system for interacting on-line with Kansas State Agencies. You have successfully created a user account. If others in your company are already using KOLAR, ask your KOLAR Group Administrator to add you to the group. Otherwise:

1. To submit forms to the Kansas Corporation Commission (KCC) through this system, a company's authorized agent must complete and mail the [Master Electronic Filing Certification Form](#) along with the "Appointment of the Electronic Filing Administrator" to the KCC. More information is available on the KOLAR [FAQ](#) page and on the KCC website.
2. To submit water well forms to KDHE contact Pam Chaffee ([pamela.chaffee@ks.gov](mailto:pamela.chaffee@ks.gov)) or Deb Biester ([debra.biester@ks.gov](mailto:debra.biester@ks.gov)). They will set up a group for your company and will put you into the group as a user.
3. To submit severance tax reports to KDOR, contact Roberto Tetuan at [Roberto.Tetuan@kdor.ks.gov](mailto:Roberto.Tetuan@kdor.ks.gov).
4. All other users, please email the [KOLAR Administrators](#).

Your temporary password is: **54163871**

Please log in with this password in the next 2 days. At that time, you will be asked to reset your password to one of your choosing. If you have any trouble, please email the [KOLAR Administrators](#).

It is highly recommended that you Cut and Paste the temporary password into the log-in screen. Follow these instructions to do so:

1. Highlight the password. MAKE SURE NO BLANK SPACES ARE HIGHLIGHTED BEFORE OR AFTER THE PASSWORD.
2. Press Control + C (Command + C for Macs) at the same time OR go to Edit --> Copy
3. Click in the password box on the website. Make sure the cursor appears in that box.
4. Press Control + V (Command + V for Macs) OR go to Edit --> Paste

## 4. Connect to KOLAR again and log in with your user name and temporary password

[Home](#) [Help](#)

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# KOLAR

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**Sign In**

Username	<input type="text" value="wandawater"/>
Password	<input type="password" value="....."/>

[Register a new account](#) | [I forgot my password](#) | [I forgot my username](#)

KOLAR supports the following browsers (2 most recent versions):

			
Chrome	Safari	Firefox	IE

5. On this screen you will be able to change the password

[Home](#)

[Help](#)

## Reset Expired Password

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[Back to Home Page](#)

Please choose a new password.

Enter Current Password

Enter New Password

Re-type Password

6. Finally you are ready for a normal login. The early steps won't be repeated.

[Home](#) [Help](#)

## KOLAR

Thank you for resetting your password. You may now log in.

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### Sign In

Username	<input type="text"/>
Password	<input type="password"/>

[Login](#)

[Register a new account](#) | [I forgot my password](#) | [I forgot my username](#)

7. You are now logged in. Next you will need to be associated with a GROUP before you can do anything. A group is your company.



You will see your user name in the top right area:

8. At this point, email Deb Biester at [debra.biester@ks.gov](mailto:debra.biester@ks.gov) or Pam Chaffee at [pamela.chaffee@ks.gov](mailto:pamela.chaffee@ks.gov) to finish the registration process. They will create your group, put your user in the group and give you the permissions you need to renew your license and submit water well records in KOLAR.