Registration & Instructions

1. Bring up the KOLAR web site in your browser: [http://kolar.kgs.ku.edu](http://kolar.kgs.ku.edu). It will look like this:

2. Click on “Register a new account.”
3. Enter the requested information and click on “Register” to get a confirmation page:

![New User Registration Form](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Wanda</td>
</tr>
<tr>
<td>Last Name</td>
<td>Water</td>
</tr>
<tr>
<td>KOLAR Username</td>
<td>wandawater</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:wanda@water.com">wanda@water.com</a></td>
</tr>
<tr>
<td>Phone</td>
<td>123-456-7899</td>
</tr>
<tr>
<td>Extension</td>
<td></td>
</tr>
</tbody>
</table>

**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) 337-5200.  
    - [ ]
  - 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 Tutan 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.  
    - [ ]

[Register]
3a. Confirm the information to complete registration:

Confirm New User

User Information

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

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

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 Tetzlaff 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
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.
5. Check your email, for a message from KOLAR (noreply.kgsprd@kgs.ku.edu) This contains your temporary password to complete the process.
4. Connect to KOLAR again and log in with your user name and temporary password.
5. On this screen you will be able to change the password.
6. Finally you are ready for a normal login. The early steps won’t be repeated.

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

**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

<table>
<thead>
<tr>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
</table>

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.

8. At this point, email Deb Biester at debra.biester@ks.gov or Pam Chaffee at 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.