

KANSAS CORPORATION COMMISSION  
OIL & GAS CONSERVATION DIVISION  
**MASTER ELECTRONIC FILING CERTIFICATION**

Form MEFC  
Oct 2017  
**Form must be Typed**  
**Form must be Signed**  
**All blanks must be Filled**

Operator Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Operator Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ + \_\_\_\_\_

Authorized Agent's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ + \_\_\_\_\_

The signature of the Operator's authorized agent affixed to this master certification shall be, and is hereby, deemed to certify that each document filed electronically under the user accounts authorized by the operator's administrator was, in fact, filed on behalf of the operator listed above in this Certification.

The operator and its authorized agent shall comply with the attached Agreement for Electronic Filing, which is incorporated herein as if set out in full, and with all procedures established by the Kansas Corporation Commission for electronic filing. The operator and its authorized agent shall also comply with any changes in the Agreement for Electronic Filing, and any changes in the filing procedure, adopted by the Kansas Corporation Commission in the future. Such changes are also incorporated herein as if set out in full.

For any filing made by the operator or on behalf of the operator, the operator on whose behalf the filing was made is responsible for compliance with all Commission rules and regulations relating to the filing and any permit issued by the Commission.

Signature of Authorized Agent: _____
Date Signed: Month: _____ Day: _____ Year: _____
Name of Authorized Agent: _____
Title of Authorized Agent: _____
Phone Number of Authorized Agent: ( _____ ) _____

**GENERAL INSTRUCTIONS**

***Master Electronic Filing Certification***

1. Enter the operator's name (company name) as shown on the operator's license.
2. Enter the operator's license number for the individual or company.
3. Enter the operator's address as shown on the operator's license.
4. If the authorized agent's address is different than the company's address, enter the authorized agent's address.
5. The company's authorized agent must sign, date, type, or print his or her name, enter his or her title and phone number. Sole proprietorships have the option to designate an authorized agent. All other entities must designate an authorized agent.
6. An authorized agent is considered to be the following: For Individuals – the individual. For all Partnerships – one of the General Partners. For Corporations – the President, or for larger corporations such as BP, Mobil, etc. a Regional Supervisor or Manager. An attorney who signs for any of these entities can always be accepted.

<b><i>For KCC use only</i></b>	
Approved by: _____	Date: _____
<i>Conservation Division</i>	

## AGREEMENT FOR ELECTRONIC FILING

1. Each operator using electronic filing will appoint one administrator to oversee its electronic filing. The administrator appointment shall be made in writing on the attached Administrator Appointment form.
2. The operator and its electronic filing administrator are responsible for the security of the operator's user name and password, and for authorizing other users.
3. If either the operator's authorized agent or the electronic filing administrator changes, the operator will notify Denise Klug, 316-337-6108, d.klug@kcc.ks.gov at the Kansas Corporation Commission immediately and appoint a new authorized agent or electronic filing administrator by filing a new Master Electronic Filing Certification and/or Appointment of Electronic Filing Administrator form.
4. All electronic filing procedures established by the Kansas Corporation Commission will be followed.
5. If the operator's administrator loses his/her password, or the security of his/her password is compromised, the administrator should immediately reset his/her password by going to the KOLAR home page and clicking on the "I forgot my password" link. If the administrator loses or forgets his/her user name they can go to the KOLAR home page. Under "About", "Contact Us" there will be several names and phone numbers they can contact. The following information will be needed:
  - Caller's full name
  - Company name
  - Operator license number
  - Caller's phone number
  - Company address

KANSAS CORPORATION COMMISSION  
OIL & GAS CONSERVATION DIVISION  
**APPOINTMENT OF ELECTRONIC FILING ADMINISTRATOR**

Operator Name: \_\_\_\_\_

Operator License No.: \_\_\_\_\_

Name of Agent on Master Certification: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Electronic Filing Administrator*

Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ + \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**GENERAL INSTRUCTIONS**

***Appointment of Electronic Filing Administrator***

1. Enter the operator's license number, operator's name and name of authorized agent as it appears on the Master Electronic Filing Certification.
2. Enter the authorized agent's email address.
3. Enter the name, phone number, address and email address of the appointed Electronic Filing Administrator.

***COMPANY CONTACTS MUST BE KEPT CURRENT***

**INSTRUCTIONS FOR THE ELECTRONIC FILING ADMINISTRATOR**

The Master Electronic Filing Certification, completed in full, must be received and approved by the KCC.

Once approved, the Electronic Filing Administrator designated on the Master Electronic Filing Certification must log on to KOLAR and register a new account: **kolar.kgs.ku.edu**.

When the KCC receives email notification from KOLAR that this account has been created, and verifies the account against the Master Electronic Filing Certification, the Electronic Filing Administrator will then be assigned the role of Group Administrator on KOLAR. A confirmation email will be sent to the Electronic Filing Administrator with instructions on how to add users to their group and assign user roles for KCC forms.

With the role of Group Administrator, the Electronic Filing Administrator will then be responsible for user maintenance, that is, adding or removing users to that particular group and assigning or changing their roles for KCC forms.

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