

Kaiser-Francis is pleased to offer interest owners the option of a payment **self-service** website. Not only can you receive your next payment deposited directly into your account via Automated Clearing House (ACH), you can also log on to our self-serve website, view the past history of payments and view your payment detail. We will also send you an email notice when a payment is made. Upon the initial ACH payment, your check detail will no longer be mailed and the information will be available in your account on the website.

We care about the security of your online transactions. This is why any information you send to us is sent via a "secure session", which is established using the Secure Socket Layer (SSL) cryptographic Internet protocol.

**\*We must have a Social Security or Tax Identification number already in our system for your account to enable you to complete registration for direct deposit services. If you are a new owner, please return your signed Division Order/W-9 to be processed before attempting to register.**

Simply log on to the self-serve portal:

- 1) For initial sign-up (registration), log on to <http://www.kfoc.net>, navigate to the Owners/ePayment/ePayment Signup section, and use your Payee ID (owner number), located on the bottom of your check stub, as your USERID. You must use the password setup option for the setup process. Do not use the e-mail option for the registration process.
- 2) For password, enter the last 4 digits of the Social Security or Tax Identification number\* associated with the owner number entered in step 1.
- 3) Once in the system, you will be prompted to create a new password then follow the prompts to enter the information requested.
- 4) Below is an example of where your owner number would be located on our check. Your bank's routing number and your account number should be located on the bottom of your personal or business checks, as noted in the example below.
- 5) After you have registered, log onto the site via the ePayment Login screen. As a new member of Kaiser's ePayment self-service program, you will benefit from faster payments, the ability to view past history of payments and payment detail and avoid lost checks. **Please retain your login and password to view current and past payments.**
- 6) **Your login and password should be retained in a secure location with only properly authorized parties allowed access to change your banking information. By registering, you agree that Kaiser-Francis Oil Company is not responsible for payments made to wrong or fraudulent bank account numbers.**
- 7) Depending on the timing of your signup for the ACH option, it may take from 30-60 days before you receive your first ACH payment. You will continue to receive checks until your electronic payment information is processed and approved.

Sign up today!

If you have any questions, please contact our Owner Relations hotline at [ownerrelations@kfoc.net](mailto:ownerrelations@kfoc.net) or 918-491-4232.

**Owner Number**

**Routing Number**

**Account Number**

**NOTICE: Your check number may appear before the Routing Number as it does in the example above or after the Account Number.**

**Registering for direct deposit will not affect the regular mailing address currently shown in our records.**