

ONLINE ACCOUNT

Statements, Documents & Repair Request

What can I do with my online account?

Tenants can access: current and past statements; view and print documents; request repairs; send Kellogg Agency private email; and change your password. New features are being added all the time!

Does the Kellogg Agency mail statements?

Sometimes. Statements are posted online on or about the 20th of every month. Statements must be posted manually, they are not dynamic (i.e., they do not reflect “today’s” activity).

Does the Kellogg Agency mail copies of leases and other documents?

No. Documents are posted to your online account in PDF format. Tenants can access and print them anytime.

How do I access my account?

FIRST TIME - Create an Account

Go to www.KelloggAgency.com

- “Log In”
 - “Tenant Login”
 - “Create Account”
 - Enter your email address
 - Choose a password
- Do not change the “Property Manager ID”***

LOGIN - After creating an Account

Go to www.KelloggAgency.com

- “Log In”
- “Tenant Login”
- Enter your email address
- Enter your password
- “Log on”

What email address do I use?

You ***must*** use the email address that is on file with the Kellogg Agency.

How do I change my email address?

Send an email to info@kelloggagency.com.

Can I use more than one email address to access my online account?

No. At this time each account can have only one email address.

How do I submit an online work request?

- Login to your online account
- Choose the “Repairs” tab at the top of the screen
- Read the instructions
- Fill out the form
- “Submit Request”