

## WESTFIELD CALIBER PORTAL

HOMEOWNERS,

Our Management and Accounting software has a portal feature that allows homeowners the ability to see outstanding balances, pay HOA fees, sign up for automatic withdrawal, update or change contact information and see information posted by the management company.

The only way homeowners will be able to access the portal is if Tropical Isles Management has an owner email address in their system.

If you are experiencing difficulties signing in or need to update your email information, contact Julia Roedding of Spires & Associates via email at [Julia@spiresassociates.com](mailto:Julia@spiresassociates.com) or by phone at (239) 936-4336, ext. 600 or by calling Tropical Isles Management at (239) 939-2999.

How to set-up and log-in to the Westfield Portal:

- Homeowners must create a login for their account.
- A homeowners account number is required to create a log-in.
- **Go to the Tropical Isles Management Services website –**  
<https://tropicalislesmanagement.net>
  - Click on RESIDENT SERVICES
  - Click on PAY MY BILL
- Type in the name of our Association – Westfield
- **Create your log-in and follow the prompts**
- Westfield Association
- Click create log-in
- Enter your account number
- Enter email address (You will receive a message directing you to your email inbox. There will be further instructions.)
- Click on the link in the email
- Follow the prompts to create a user name and password.
- Exit out of Caliber website.