

Candlewood Shores Tax District Online Portal Instructions

Candlewood Shores Tax District/Water Department is pleased to offer a way for you to access your account information and pay online at your convenience.

To create a new account, go to:

<https://scalzo.twa.rentmanager.com>

1. On the Web Access screen, click **Sign up**.
2. On Web Access screen - click on

Location

3. Enter your tax account number: _____
4. Enter your email address.
5. Click “Sign up” button, then check your email to finalize your account set up.
6. Repeat steps 1-3 and enter your water account number: _____
7. Enter your e-mail address.
8. Click “Sign up” button, verify your password.
9. Click “Save”
10. This will link both tax and water accounts.
11. Please note that payment type and autopay must be set up for each account.

While logged into Web Access, click the tabs at the top of the page to:

- View your open charges
- Display your transaction history beginning 07/01/19
- Display your usage history beginning 11/01/19
- Make a payment
- Set up Autopay *Note: ACH Checking or Savings is FREE, Credit Card of 3.5% fee applies
- Change your password
- Change contact information

If you have any questions about Web Access, please do not hesitate to contact Lizz Finneran at (203) 790-6888 x403 or email: lfinneran@scalzoproperty.com.