Two Ways to Report a Closing

ON-LINE @ www.wsbt.com

Go to **www.wsbt.com** and click on "Closings" in the navigation bar on our Home page. Next, click on the blue text reading, "*Click here and follow instructions*."

- Enter your establishment's ID number and password.
- Follow the instructions to change the status of your establishment to be Closed, Opening Late by the number of minutes, Closing Early at Time, Open After Closing, Other.
- Select the Special Status Codes dropdown to add additional special information – on Line 2
- If the information you need to add isn't in the available codes, select **"other"** and type in your information on line 2. *(total of 34 characters may be used).*

BY PHONE - Call: 574-247-7386

To report a closing or a change in operating status call the WSBT automated telephone answering system at **574-247-7386**. This number is reserved exclusively for the reporting of closing information. When prompted:

- Enter your **ID number** followed by the pound (#) sign.
- Enter your **Password** followed by the pound (#) sign.
- *You must enter all 4 digits for both ID and Password. If you entered your ID correctly, you will hear an automated voice state your establishment name.*

Next the automated voice will state various closing conditions:

Press 1 – To report a change in hours of operation – then follow the prompts to select one of the following

1 Delayed Opening
2 Early Closing
3 Closed All Day
4 Clear all closing information

Press 2 – To enter a special status code – Listed below

11 No AM Kindergarten
12 No PM Kindergarten
13 Alternate Kindergarten
14 Teachers report on time
15 No Evening Activities

Press 3 – To RESET all status information
Press 4 – To enter another ID
Press 9 – To end the call

***Please Note:** If you **DELAY** your school/organization, and then decide to **CLOSE.** You must **RESET** your school/organization **before you CLOSE**. This will clear all the Special Status information you have previously entered.

Email ClosingProfile@wsbt.com with any changes to your account.