

Channel 10 Severe Weather Closing and Delay - Organization ID Request UPDATE

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From: "AKinzie@wsls.com" <AKinzie@wsls.co... Add to Contacts
 To: jstuartharris@yahoo.com
 Cc: gmbx_wsls_closings@wsls.com
 Status Listing.rtf (121KB)

Dear Sir or Madam:

Thank You for taking the time to complete a new request for your Severe Weather Information Code. We, WSLS Newschannel 10 are glad that you are part of our automated system. We have entered your information into our closing system and are ready to serve you. We are confident that you will continue to find this system to be an easy and efficient way to report your closings to us. Please remember that our database is kept from year to year. If you register this year it is not necessary to register again next year. Please retain your organization ID and Password for any future use. Attached you will find a status listing code.

Here is how it works:

Listed below is your **Organization ID Number & Password**.
 (You will need this information to access the system.)

ORGANIZATION ID: 5048

PASSWORD: 8712

ORGANIZATION NAME: RV SharePoint User Group

You'll have two options to report a closing:

- 1) To use the automated phone system dial (540) 581-1010. You will be prompted to enter your **Organization ID Number** followed by your **Password**. You will then hear your organization's name and the current status, such as "closed" or "open". At that point, you will be asked if you want to change this status. After responding accordingly, you will be asked to enter the closing code number status selected to represent your organization's needs. (Closing Code Number Status sheets attached). The changes you make will take effect on the air immediately.
- 2) On-line closings can be submitted by opening an internet browser and going to the secure site of <http://closings.wsls.com:5103/> (If you get an error message, please check your spelling). Once there you will simply enter your **Organization ID Number**, **Password** and choose from a drop-down box your Close Code Status. You will then click on **FIND**. Your organization's information will appear so that you can verify that you have entered the correct information. **You're not updated just yet!** Once you have reviewed the information and it is correct, simply click on **UPDATE STATUS**. Be sure to close your internet browser window to avoid any unauthorized personnel from accessing the process.

Under this new system, you **must use the automated system** or go to <http://closings.wsls.com:5103/>. If there are any questions or concerns, please feel free call or e-mail us.

Sincerely,



Severe Weather Closing Team
 (540)981-9110

closings@wsls.com (after 5PM)

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