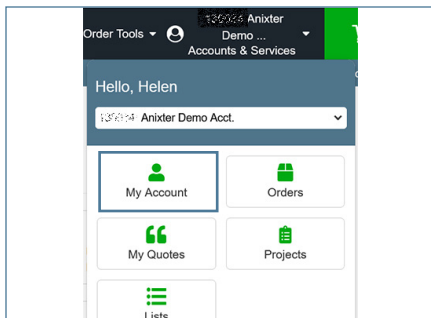# How to Generate a Greenlight Report on Your Online Account
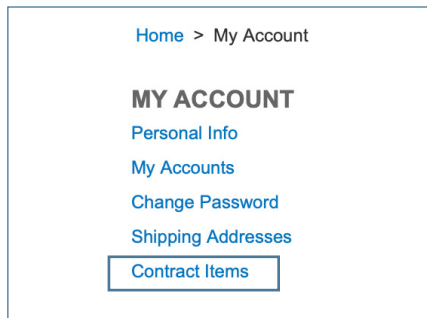
## Step - 1

Log into your online account. Click on "My Account" in the drop-down navigation.
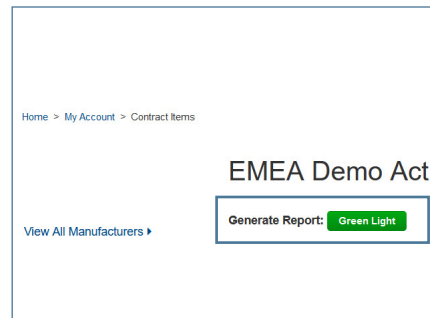


## Step - 2

Under the "**My Account**" header, click on "**Contract Items**".
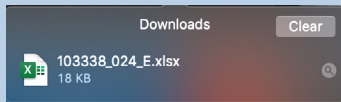


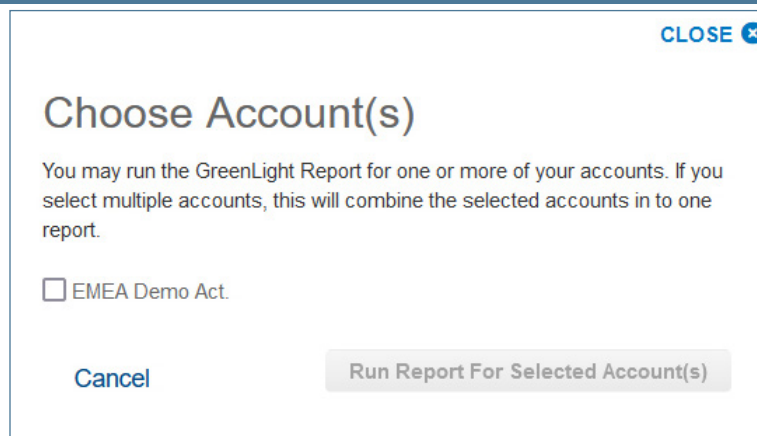## Step - 3

Click on "**Greenlight**" button.



## Step - 4

Select the account(s), up to a maximum of 5. Click on "**Run Report for Selected Account(s)**".

- If the report can generate in 10 seconds, then it will download right away to your computer.



- If the report takes longer than 10 seconds to generate, THEN a yellow banner will be displayed to let you know an email report will be generated upon completion.



Home > My Account > Contract Items

You will receive an email when your report is ready. Once complete, it can be found in the Reports section of the My Downloads page.



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## Step - 5

The report can be found in the "**My Projects**" header, click on the "**Reports**" link.

**MY ACCOUNT**
Personal Info
My Accounts
Change Password
Shipping Addresses
Contract Items

**ORDERS**
Recent Orders
My Quotes

**BILLING**
Billing History
Open Invoices
Tax Exemption

**SAVED LISTS**
Create a New List
View All Lists

**USER MANAGEMENT**
All Users
Add User

**MY PROJECTS**
Projects
Multiple Order Uploader
**Reports**

# Reports

All downloaded reports are valid for 24 hours and will be deleted at midnight (Central US Time) after the 24 hours have expired.

| Account # | Report Type | Report Name | Created On | Expires On | Actions |
|-----------|-------------|-------------|------------|------------|---------|
|  | Green Light | GreenLight_103338_20201030 | 30/10/2020 09:45:38 | 30/10/2020 | Download |

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