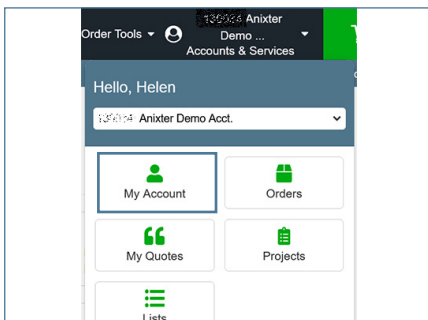


How to Generate a Greenlight Report on Your Online Account

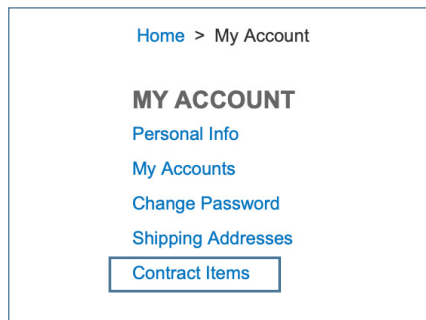
Step - 1

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

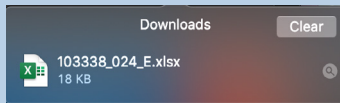
Click on "Greenlight" button.



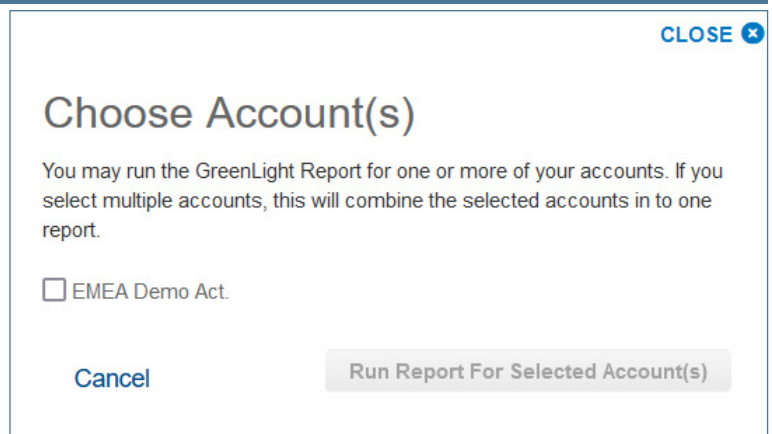
Step - 4

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.

Step - 5

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

[Home](#) > [My Account](#) > [Reports](#)

MY ACCOUNT

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[My Accounts](#)
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MY PROJECTS

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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