Little Green Light Integration Setup

Follow the steps below to configure your data export and enable integration:

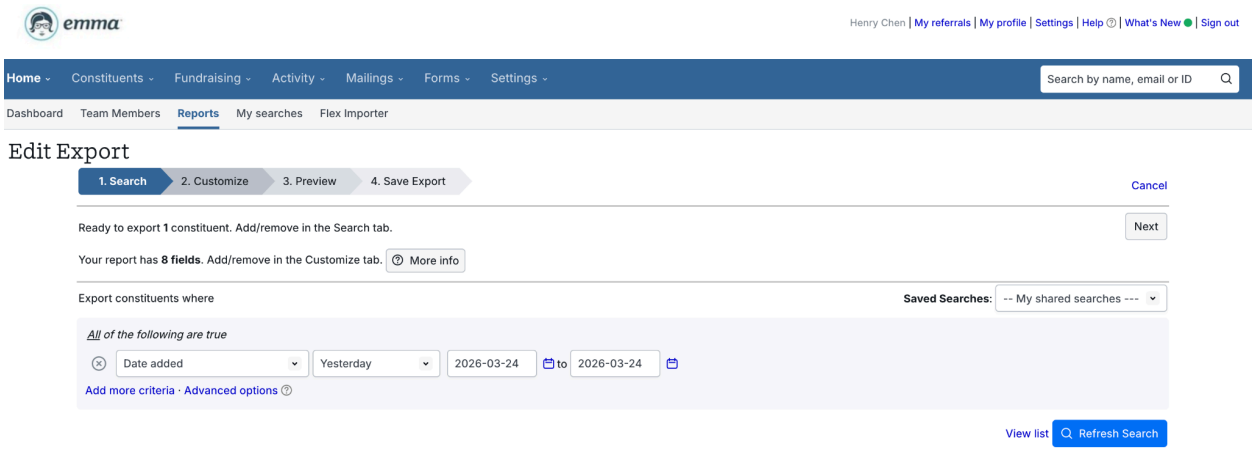
1. Log in

- Log in to your **Little Green Light (LGL)** account.

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2. Create a Permanent Link (Export)

- Navigate to **Reports → Constituent Reports → New Report** (or Edit Export).
- Add the following fields:
  - Last Name
  - Middle Name
  - First Name
  - Preferred Email
- Apply the following filter:
  - **Date Updated → Yesterday**
    (This ensures only recently updated records are included.)



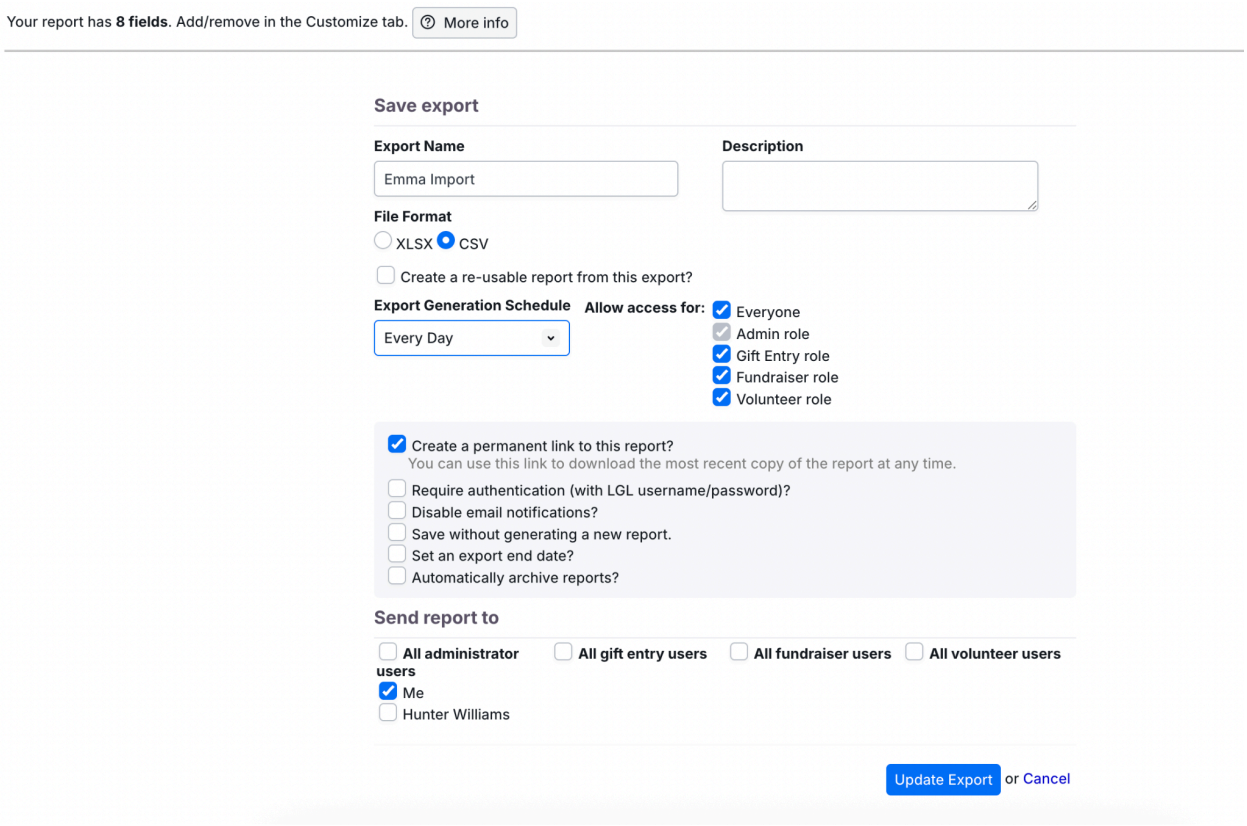
- Save the report and generate a **Permanent Link**.

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3. Schedule Daily Updates

- Save Export
- Export Name: Emma Import

- File Format: CSV
- Export Generation Schedule: Every Day
- Check - Create a Permanent link to this report?



- Reference guide: https://help.littlegreenlight.com/article/563-use-permanent-links-to-access-scheduled-report-data

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4. Share for Integration

- Provide the **Permanent Link URL** to your Account Manager.
- They will complete the integration setup on their end.