

Apple Documents

Getting customers setup with an Apple Developer Account and other Apple Documents. Please check the following: - Skip how to create an Apple ID account if you have one already. - You must have an Apple Device (iPhone or iPad) - Enable two-factor authentication.

- [1. How to get your D-U-N-S number \(via Phone/PC/Laptop\)](#)
- [2. How to create an Apple ID account \(via PC/Laptop\)](#)
- [3. How to create an Apple Developer account \(via PC/Laptop\)](#)
- [4. How to add us as ADMIN to your Apple Developer Account \(via PC/Laptop\)](#)
- [How to make us ADMIN on your Apple Developer Account \(via PC/Laptop\)](#)
- [How to enable Two-factor Authentication for your Apple ID](#)
- [How to convert your Apple Developer account from Individual to ORGANIZATION \(via PC/Laptop\)](#)
- [6. How to accept an app from another account \(via PC/Laptop\)](#)
- [How to Transfer App from One Apple Account to Another Apple Account](#)

1. How to get your D-U-N-S number (via Phone/PC/Laptop)

Go to Duns & Bradstreet (<https://www.dnb.co.uk/>) from your phone or PC

[image-1621422072591.png](#)

Image not found or type unknown

Click on '**D-U-N-S Number**'

[image-1621422130003.png](#)

Image not found or type unknown

Select '**Get a D-U-N-S Number**'

[image-1621422164911.png](#)

Image not found or type unknown

Select where your business operates from e.g England

[image-1621422333394.png](#)

Image not found or type unknown

Tick the appropriate answer for **Companies House**

[image-1621422657869.png](#)

Image not found or type unknown

Click '**Find my D-U-N-S Number**'

[image-1621422786959.png](#)

Image not found or type unknown

Search either by **Company Name** or **Company Registration Number**

[image-1621423101668.png](#)

Image not found or type unknown

Then click '**Search Now**'

[image-1621423151350.png](#)

Image not found or type unknown

Select your company

[image-1621431944054.png](#)

Image not found or type unknown

Then enter your first & last name and email address

image-1621432378202.png

Image not found or type unknown

Click '**Submit**'

image-1621432609086.png

Image not found or type unknown

You will then get an **email** which you **provided** with your D-U-N-S Number.

image-1621432540720.png

Image not found or type unknown

On the **email** you will see the **D-U-N-S Number**. You will need this for the '**How to create an Apple Developer account**' document.

image-1621433464524.png

Image not found or type unknown

2. How to create an Apple ID account (via PC/Laptop)

3. How to create an Apple Developer account (via PC/Laptop)

Go to the Apple Developer Program (<https://developer.apple.com/programs/enroll/>)

[image-1621431479646.png](#)

Image not found or type unknown

Scroll to the bottom of the web page and click on '**Start Your Enrollment**'

[image-1621434585918.png](#)

Image not found or type unknown

Login using your **Apple ID**

[image-1621435145266.png](#)

Image not found or type unknown

Tick the box to agree to the agreement and '**Submit**'

image-1621509004130.png

Image not found or type unknown

Click on '**Continue enrollment on the website**'

image-1621509079005.png

Image not found or type unknown

Enter all your **personal information** which is required

image-1621509141701.png

Image not found or type unknown

Then click '**Continue**'

image-1621507967817.png

Image not found or type unknown

Select '**Company / Organization**'

image-1621507812190.png

Image not found or type unknown

Scroll down and click '**Continue**'

image-1621507967817.png

Image not found or type unknown

Enter your organisations '**Legal Entity Name**' & '**D-U-N-S Number**'

image-1621509328374.png

Image not found or type unknown

You will also be required to **enter the characters**

image-1621509573480.png

Image not found or type unknown

Then click '**Continue**'

[image-1621508345450.png](#)

Image not found or type unknown

Here you will need to enter **a bit more information** for your organizations details.

[image-1621509641358.png](#)

Image not found or type unknown

Then click '**Continue**'

[image-1621508345450.png](#)

Image not found or type unknown

You need to tick that you're the **owner/founder** and enter your **work email address**

[image-1621509875497.png](#)

Image not found or type unknown

Then click '**Continue**'

[image-1621508345450.png](#)

Image not found or type unknown

It will then show you all the information enter, just scroll down

[image-1621510067701.png](#)

Image not found or type unknown

and click '**Submit**'

[image-1621510101906.png](#)

Image not found or type unknown

Apple will verify all the information and **email** you the **next steps**

[image-1621510262598.png](#)

Image not found or type unknown

4. How to add us as ADMIN to your Apple Developer Account (via PC/Laptop)

Login to your Apple Store Connect account (<http://appstoreconnect.apple.com/login>)

[image-1621417410513.png](#)

Image not found or type unknown

Select 'Users and Access'

[image-1621417504931.png](#)

Image not found or type unknown

Click on the blue plus sign

[image-1621417573798.png](#)

Image not found or type unknown

Add the first & last name and email as seen **exactly** below

[image-1621417652419.png](#)

Image not found or type unknown

For the 'Roles' you want to tick '**Admin**'

[image-1621417884515.png](#)

Image not found or type unknown

Once you have have entered the details and ticked Admin you want to click 'Invite'

[image-1621417853079.png](#)

Image not found or type unknown

We will then get an invitation to join your Apple Developer team as **ADMIN**

How to make us ADMIN on your Apple Developer Account (via PC/Laptop)

Login to your Apple Store Connect account (<http://appstoreconnect.apple.com/login>)

[image-1621417410513.png](#)

Image not found or type unknown

Select 'Users and Access'

[image-1621417504931.png](#)

Image not found or type unknown

Click on the developers name that will show as '**App Manager**'

image-1621420244544.png

Image not found or type unknown

The '**Roles**' will appear as below

[image-1621420526098.png](#)

Image not found or type unknown

You will need to tick '**ADMIN**'

[image-1621420607364.png](#)

Image not found or type unknown

Once you have ticked '**ADMIN**' top right click on '**Save**'

[image-1621420714202.png](#)

Image not found or type unknown

We will then appear as '**ADMIN**' and have access to updating the app

[image-1621420790396.png](#)

Image not found or type unknown

How to enable Two-factor Authentication for your Apple ID

On your iPhone or iPad go to '**settings**'

[image-1621438455285.png](#)

Image not found or type unknown

Click on [**your name**] at the top

[image-1621438570597.png](#)

Image not found or type unknown

Then '**Password & Security**'

[image-1621439421551.png](#)

Image not found or type unknown

Click on Two-factor Authentication

[image-1621440357018.png](#)

Image not found or type unknown

Click on '**Continue**'

How to convert your Apple Developer account from Individual to ORGANIZATION (via PC/Laptop)

6. How to accept an app from another account (via PC/Laptop)

Login to your Apple Store Connect account (<http://appstoreconnect.apple.com/login>)

[image-1621417410513.png](#)

Image not found or type unknown

Click on '**Agreements, Tax and Banking**'

[image-1621511585159.png](#)

Image not found or type unknown

You will then see '**Waiting for Recipient**'

[image-1621511845174.png](#)

Image not found or type unknown

Click on '**Review**'

[image-1621511911646.png](#)

Image not found or type unknown

Scroll down and enter the 'New App Metadata'. This will be your **website address** and for 'Privacy Policy URL' **/privacy**

[image-1621512016278.png](#)

Image not found or type unknown

Also enter your **contact information**

[image-1621512053059.png](#)

Image not found or type unknown

Scroll down and tick the agreement box

[image-1621512112100.png](#)

Image not found or type unknown

Top right of the page click on 'Accept'

[image-1621512150866.png](#)

Image not found or type unknown

The app will then appear in your account

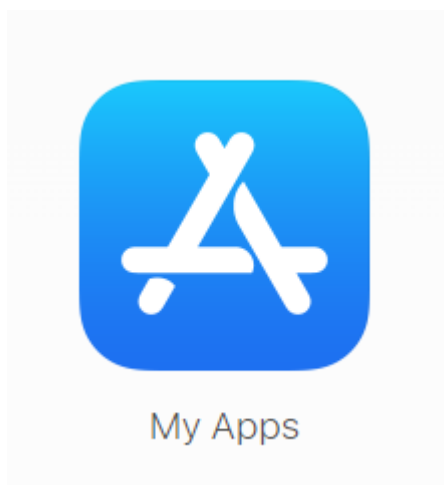
How to Transfer App from One Apple Account to Another Apple Account

Login to your Apple Store Connect account (<http://appstoreconnect.apple.com/login>)

[image-1621417410513.png](#)

Image not found or type unknown

Click on 'My Apps'



Then click on your app



Wok A Way Otley

✓ iOS 9.0 Ready for Sale

On the left click on 'App Information'

General

App Information

Pricing and Availability

Scroll down to 'Additional Information' and select 'Transfer App'

Additional Information

[View on App Store](#)

[Transfer App](#)

[Edit User Access](#)

[Remove App](#)

You will see a load of text just scroll down to the bottom and click 'Continue'



You will then need to add the App ID and Team ID

Wok A Way Otley - Transfer App

Recipient Information

To begin the transfer process, provide the Apple ID of the recipient's Account Holder and their Team ID.

Recipient's Account Holder Apple ID

?

Team ID

?

Go Back

Continue

I have provided the Team ID and Team ID at the top of the email