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

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

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

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Select where your business operates from e.g England

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Tick the appropriate answer for **Companies House**

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

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

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Then click '**Search Now**'

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Select your company

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Then enter your first & last name and email address

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Click '**Submit**'

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

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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.

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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/)

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

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Login using your **Apple ID**

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

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

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

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Then click '**Continue**'

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Select '**Company / Organization**'

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Scroll down and click '**Continue**'

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

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

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Then click '**Continue**'

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

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Then click '**Continue**'

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

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Then click '**Continue**'

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

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and click '**Submit**'

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

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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)

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Select 'Users and Access'

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Click on the blue plus sign

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

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

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

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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)

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Select 'Users and Access'

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

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

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

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

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

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How to enable Two-factor Authentication for your Apple ID

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

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

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Then '**Password & Security**'

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Click on Two-factor Authentication

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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)

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

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

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Click on '**Review**'

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

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Also enter your **contact information**

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Scroll down and tick the agreement box

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Top right of the page click on 'Accept'

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The app will then appear in your account

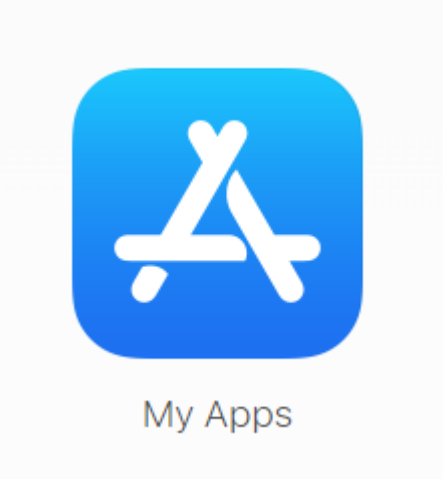
How to Transfer App from One Apple Account to Another Apple Account

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

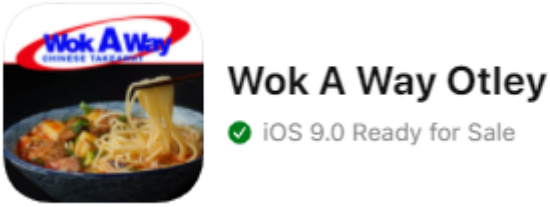
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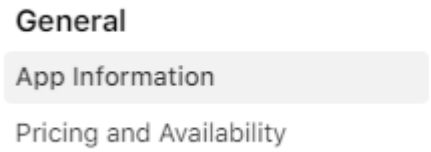
Click on 'My Apps'



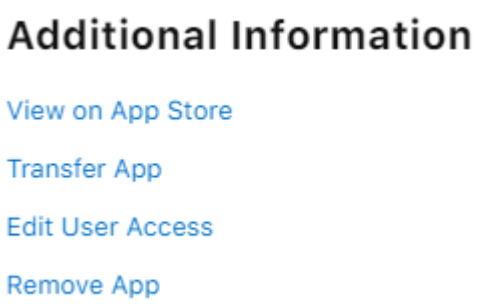
Then click on your app



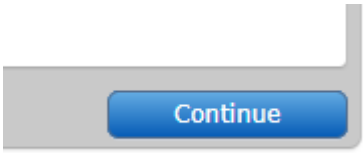
On the left click on 'App Information'



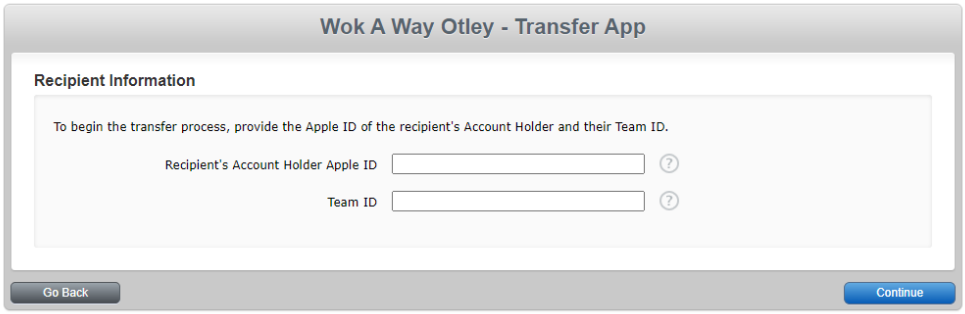
Scroll down to 'Additional Information' and select 'Transfer App'



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



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



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