

# Manual to Create Apple Developer Account

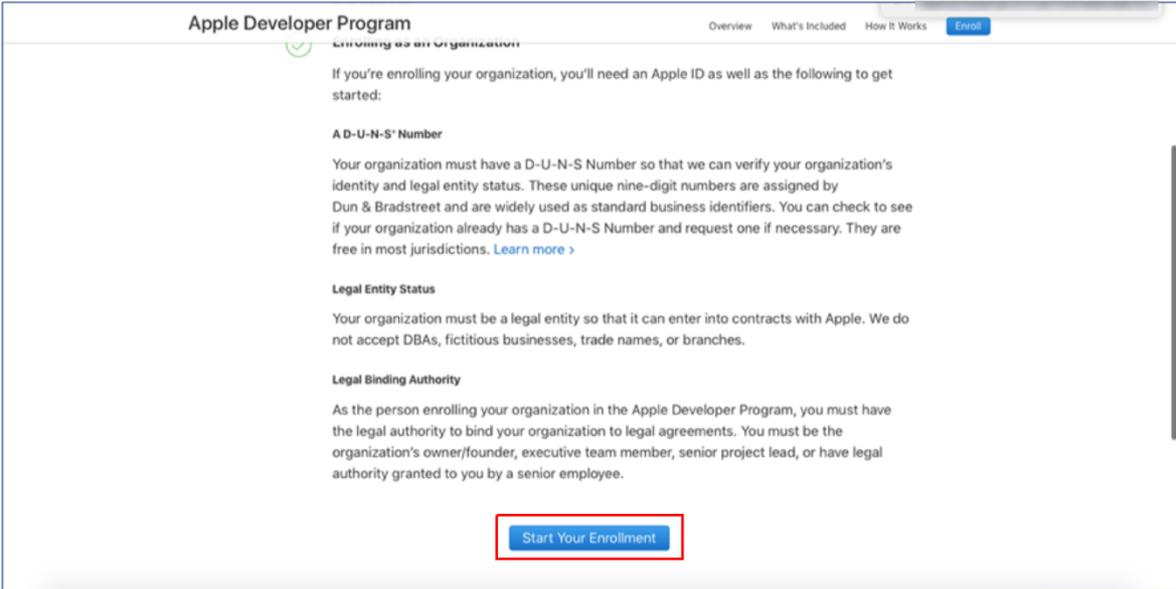
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- Step 2: Invite us to Appstore Connect (and Apple Developer Portal)
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## Step 1: Create a developer account (Organization Account)

<b>Description</b>	For submitting an app you need to have an Apple Developer Account. There are 2 types: Individual and organization accounts. To submit an app you need to enroll for an Organization Account. <b>This step can take up to 5 working days!</b>
<b>Requirement 1</b>	You will need a valid D-U-N-S Number  Info / find your number: <ul style="list-style-type: none"><li>• For US: <a href="https://www.dandb.com/dunsnumberlookup/">https://www.dandb.com/dunsnumberlookup/</a></li><li>• For Europe: <a href="http://europe.dnb.com/find-my-DUNS/">http://europe.dnb.com/find-my-DUNS/</a></li></ul>
<b>Requirement 2</b>	You will need a Credit Card <sup>1</sup>
<b>Requirement 3</b>	You will need an Apple ID  if you don't have an Apple ID you can create one in the process at step 1b
<b>Time</b>	10-15 min + up to 5 working days

<b>Step 1a</b>	Click here <a href="https://developer.apple.com/programs/enroll">https://developer.apple.com/programs/enroll</a> to "Start your Enrollment" (see below).
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The screenshot shows the 'Apple Developer Program' enrollment page for organizations. The page title is 'Enrolling as an Organization'. It lists requirements for enrollment: an Apple ID, a D-U-N-S Number, a legal entity status, and legal binding authority. A blue button labeled 'Start Your Enrollment' is highlighted with a red box at the bottom of the page.

**Apple Developer Program** Overview What's Included How It Works **Enroll**

**Enrolling as an Organization**

If you're enrolling your organization, you'll need an Apple ID as well as the following to get started:

**A D-U-N-S\* Number**

Your organization must have a D-U-N-S Number so that we can verify your organization's identity and legal entity status. These unique nine-digit numbers are assigned by Dun & Bradstreet and are widely used as standard business identifiers. You can check to see if your organization already has a D-U-N-S Number and request one if necessary. They are free in most jurisdictions. [Learn more >](#)

**Legal Entity Status**

Your organization must be a legal entity so that it can enter into contracts with Apple. We do not accept DBAs, fictitious businesses, trade names, or branches.

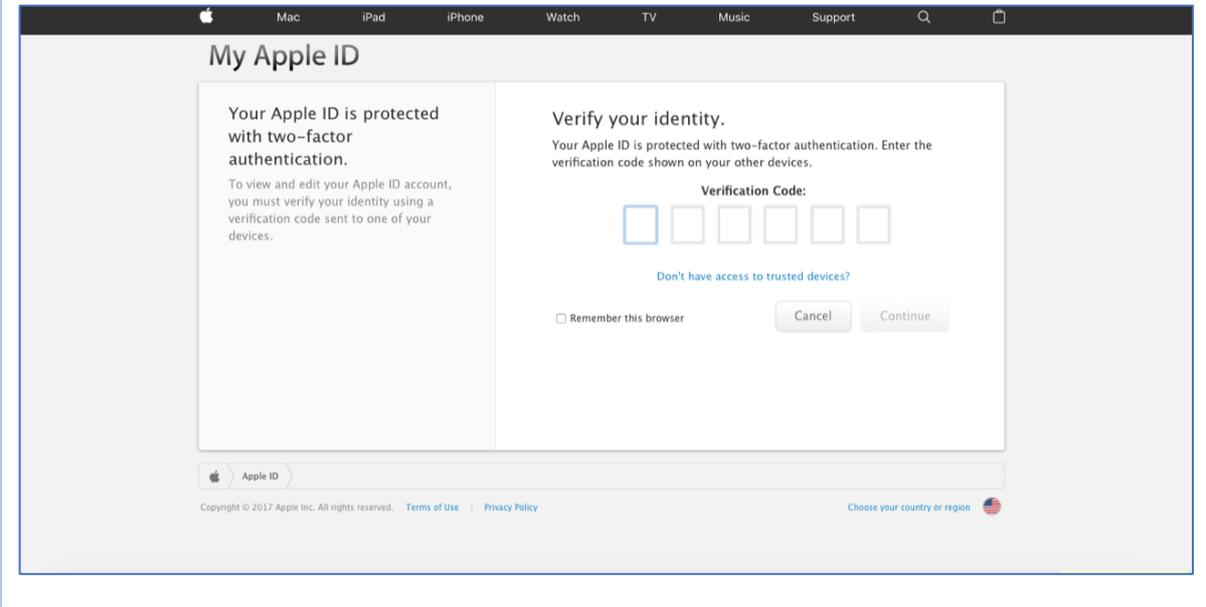
**Legal Binding Authority**

As the person enrolling your organization in the Apple Developer Program, you must have the legal authority to bind your organization to legal agreements. You must be the organization's owner/founder, executive team member, senior project lead, or have legal authority granted to you by a senior employee.

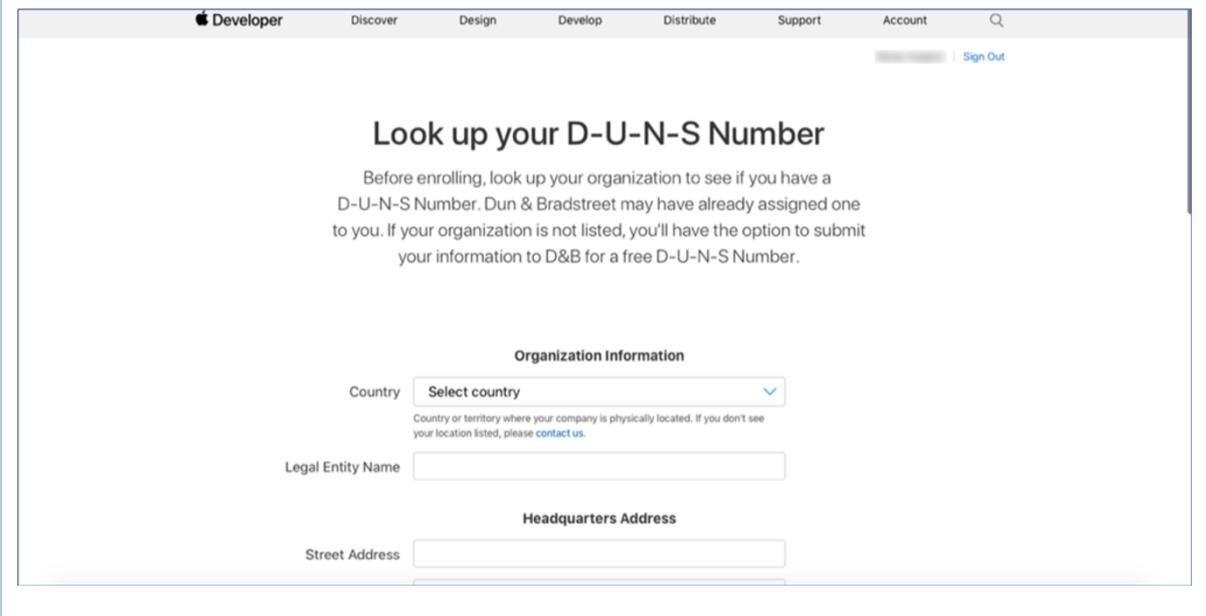
[Start Your Enrollment](#)

<sup>1</sup> The cost for an Developer account is 99 EUR / 99 USD per membership year.

<b>Step 1b</b>	<p>Login with your Apple ID or create a new Apple ID</p> <ul style="list-style-type: none"> <li>• <b>The best practice is to have it on some sort of “neutral” email account – an account not tied to a specific person, so in case the responsible person leaves the company they can easily handover credentials to someone else</b></li> </ul>
<b>Additional step (might not apply)</b>	<p>If you have two-factor authentication enabled you will need to verify your identity (see below), after you have logged in. If you don't have it enabled, you won't see this message.</p>

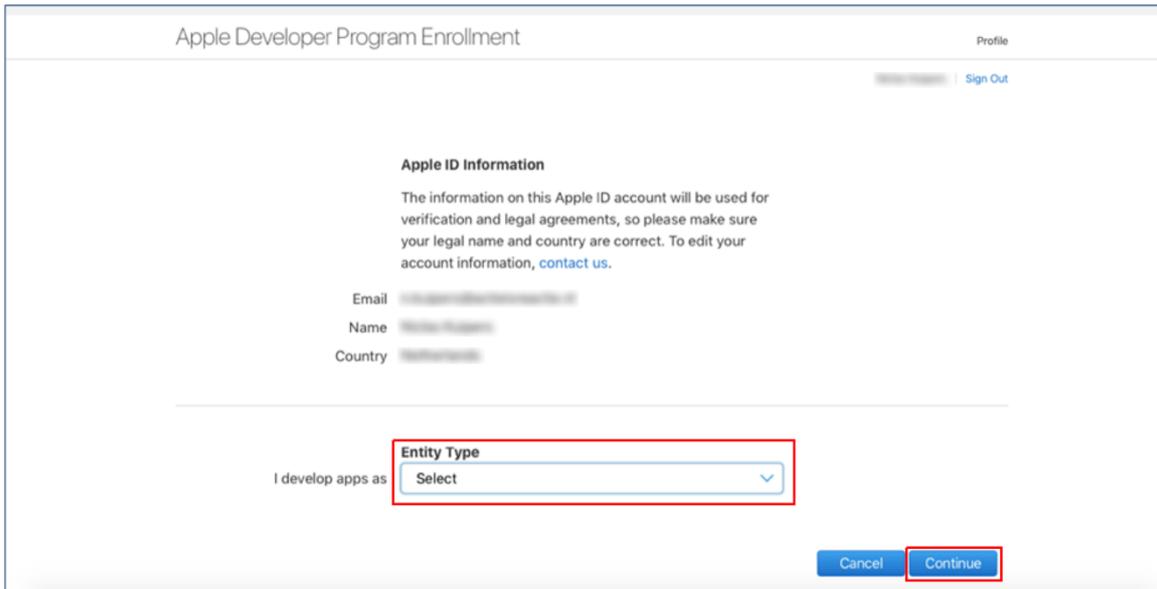


<b>Step 1c</b>	<p>Look up your D-U-N-S Number by entering your organization information.</p> <ul style="list-style-type: none"> <li>• <b>For US:</b> <a href="https://www.dandb.com/dunsnumberlookup/">https://www.dandb.com/dunsnumberlookup/</a></li> <li>• <b>For Europe:</b> <a href="http://europe.dnb.com/find-my-DUNS/">http://europe.dnb.com/find-my-DUNS/</a></li> </ul> <p>And fill in the rest of the information</p>
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**Step 1d**

Select the Entity Type “Organization” and finish the enroll process.

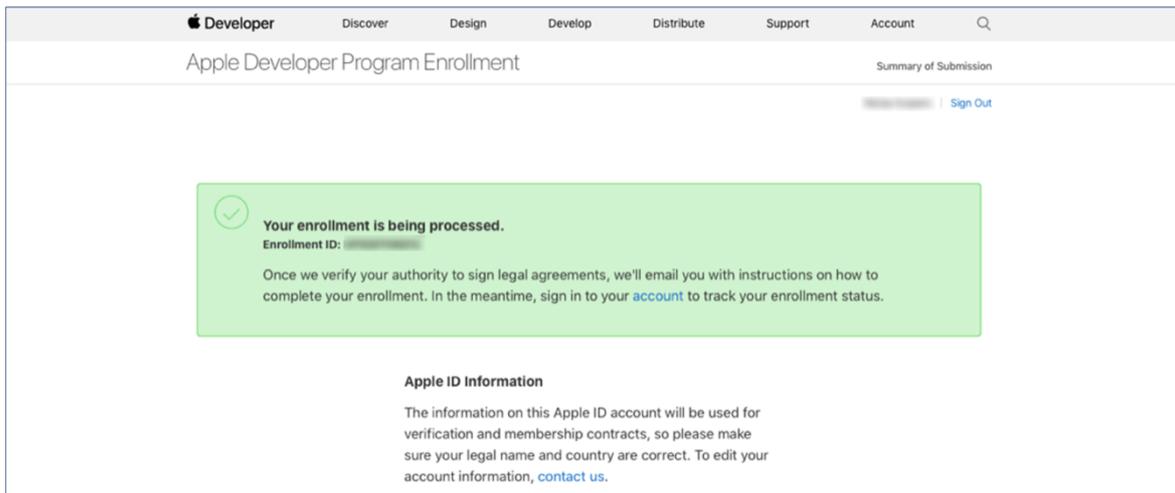


**Processing**

If you see the following screen your information is being processed.

You will receive:

- a confirmation email with instructions and option to track your enrollment status.
- **A phone call from Apple in 48 hours to approve your submission. You can't continue until your account is approved and verified!**
- Once approved, you will receive another email to complete your submission by paying a yearly fee of USD 99 / EUR 99.



**Step 1e**

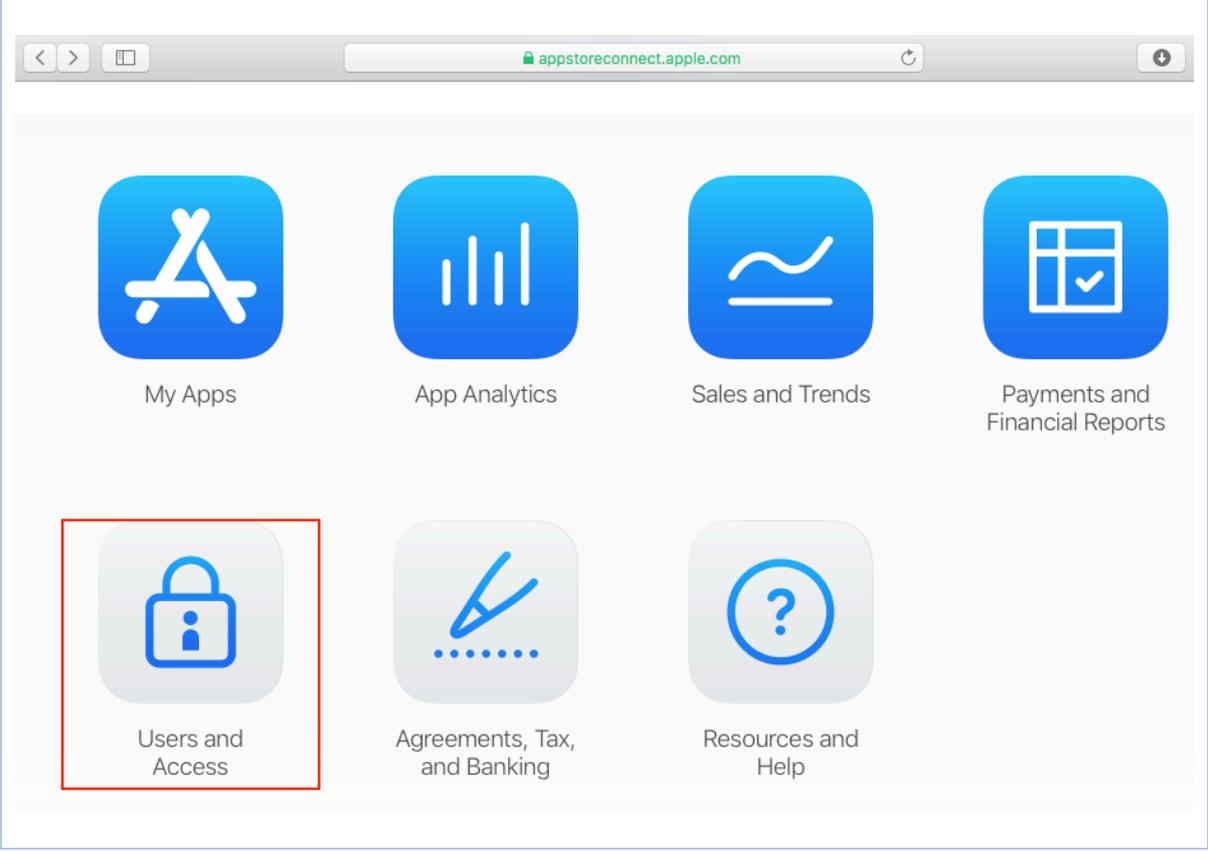
To complete your submission you will need to pay a yearly fee of USD 99 / EUR 99 to Apple.

## Step 2: Invite us to Appstore Connect (and Apple Developer Portal)

<b>Description</b>	Once your developer account is approved we need access to your account so we can publish apps on your behalf.
<b>Requirement</b>	You will need an e-mail from MYLAPS with information about the <b>MYLAPS App Manager</b> .
<b>Time</b>	5 min

<b>Step 2a</b>	Go to <a href="https://appstoreconnect.apple.com">https://appstoreconnect.apple.com</a> and login with your personal Apple ID
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<b>Step 2b</b>	Click on Users and Access:
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The screenshot shows a web browser window with the URL [appstoreconnect.apple.com](https://appstoreconnect.apple.com). The dashboard features several navigation icons: My Apps, App Analytics, Sales and Trends, Payments and Financial Reports, Users and Access (highlighted with a red box), Agreements, Tax, and Banking, and Resources and Help.

**Step 2c**

Click the small + icon to invite the **MYLAPS App Manager** to your account

App Store Connect [Users and Access](#) ▾

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## Users and Access

[People](#) [Keys](#)

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Users +

All

Legal

APPLE ID

NAME ▾

**Step 2d**

Invite the **MYLAPS App Manager** into your account so we can publish apps.

First name: App  
Last name: Manager  
Email: [appmanager@mylaps.com](mailto:appmanager@mylaps.com)

Make sure to tick the Admin checkbox, and Developer Resources checkbox

### New User

First Name

Last Name

Email

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#### Roles

<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Access to Reports
<input checked="" type="checkbox"/> Sales	<input checked="" type="checkbox"/> Developer	<input checked="" type="checkbox"/> App Manager
<input checked="" type="checkbox"/> Customer Support	<input checked="" type="checkbox"/> Marketing	

[See Permissions](#)

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#### Apps

Choose apps this user has access to (optional)

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#### Developer Resources

Access to Certificates, Identifiers & Profiles. [Learn More](#) ↗

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**Confirmation**

You will see a confirmation dialog like this:

# Users and Access

People Keys

Users

All

✓ Your invitation has been sent to [redacted]

### Step 3: Provide additional information to us

<b>Description</b>	<p>We need some additional details to be able to publish apps in your account.</p> <ul style="list-style-type: none"> <li>• Copyright text. E.g. © [year] – [Your organization Name]</li> <li>• Privacy Policy url. This should be hosted on your own domain (and not link to ours).</li> <li>• Support website: website on your own domain with actual working contact information (e.g. email and phone details. This information must be clearly visible for Apple to approve the app.</li> </ul>
<b>Requirement</b>	You will need to send an email to <a href="mailto:appmanager@mylaps.com">appmanager@mylaps.com</a>
<b>Time</b>	5min

<b>Step 3</b>	Please use form below to enter the required information. And send them to the <b>MYLAPS App Manager</b> .
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Event Name	<input type="text"/>
Copyright text	© 2018 - <input type="text"/>
Privacy Policy URL	<input type="text" value="https://"/>
Support website	<input type="text" value="https://"/>