Apple Developer Account Set-Up

Please follow the link below for the Apple Enrollment page. You will also need to provide your DUNS number when setting up their account. Apple requires this for all organizations so they can verify the organization's identity and legal status.

1. Create Apple ID

One Apple ID is all you need to access all Apple Services. Create one here. Already have an Apple ID? Find it here.

2. Apple Developer Enrollment

If you're enrolling your organization, you'll need an Apple ID with two-factor authentication turned on, 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. Apple does 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.

A Website
Your organization's website must be publicly available and the domain name must be associated with your organization.

Start Enrollment

After you have completed your enrollment, Apple will review the account for approval. You will also need to pay Apple a $100 fee at this time. This is an annual developer fee the client must pay yearly as required by Apple. Once Apple has approved your enrollment request and they paid the first annual fee, you will be given a developer account. I expect there to be questions which I am happy to answer.

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3. Add Clubessential as Admins

Once this is complete Clubessential will need to be invited as admins, from two separate Apple sites.

1. Apple Store Connect
   - Users & Roles
   - Add Dev
   - First Name: Clubessential
   - Last Name: App Development
   - Email: itadmin@clubessential.com
   - Next
   - Select Admin
   - Next
   - no notification settings

- ○ Save
- ○ Complete!
2. Apple Developer
   - ○ Click People
   - ○ Invite People Button
   - ○ Invite as Admins
   - ○ Email: itadmin@clubessential.com
   - ○ Complete!

Once these steps are complete please contact your Project Manager and let them know you are ready to move your app into development!