bluetreeapps

Apple ID Verification Process

Apple ID 6 UW [fci bX

The first step in setting up an Apple Developer Account, is creating and activating a new, unique Apple ID. It's best to setup an Apple ID with a bluetreeapps.com email address that forwards to our support team. That way we can monitor Apple correspondences and not let anything slip through the cracks. Also, we don't want to use someone's personal Apple ID because that would contain their music, photos, videos and other app data.

Once we have created the Apple ID, we will need you to activate the Apple ID using an Apple device. We will walk you through the following process via a phone conference.

You will need your current Apple ID login information prior to starting. *If you are not seeing the following screen shots, please contact us and check the operated system you are using. You will need iOS version 10.3 or greater (found in the about section).*

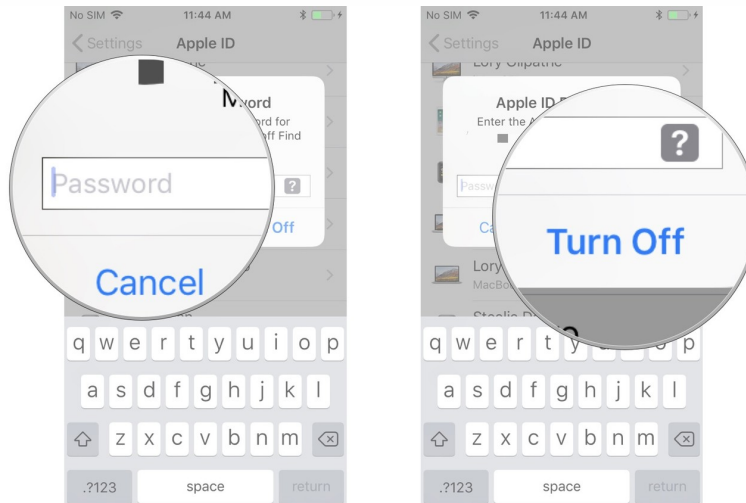## Step 1: On your iPhone or iPad, sign out of your current Apple ID

   A. Launch the Settings Application
   B. Tap your ID Banner at the top of your screen
   C. Scroll to the bottom and tap Sign Out

D. Tap **Sign out of iCloud** if you have different accounts for iCloud and the iTunes and App Stores. Otherwise, proceed to Step E. Same password you use to purchase an app.

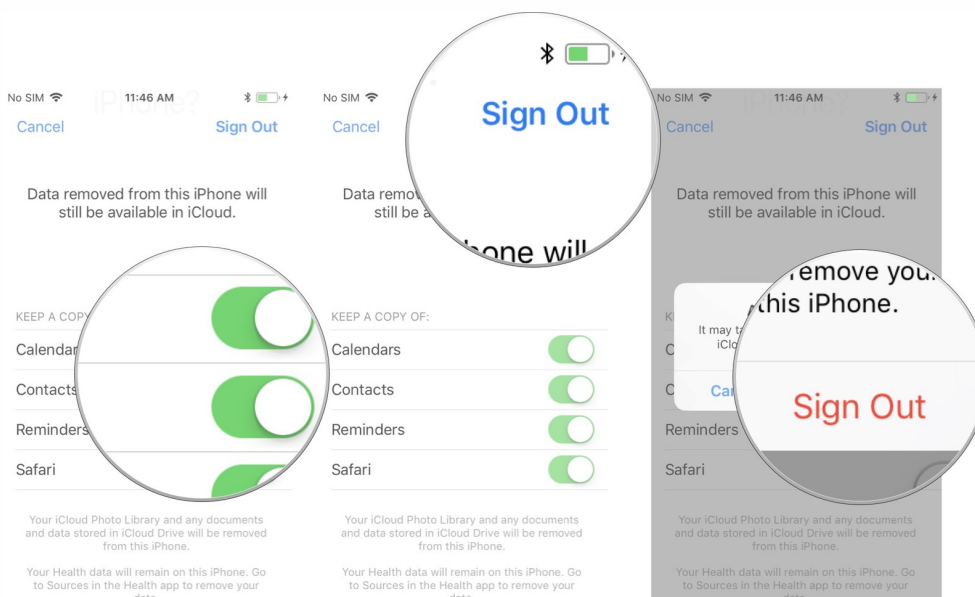E. Enter the password associated with your current Apple ID.

F. Tap Turn Off.

G. Turn on the Calendar, Contacts, Reminders, and Safari categories so that the data saves to your phone.
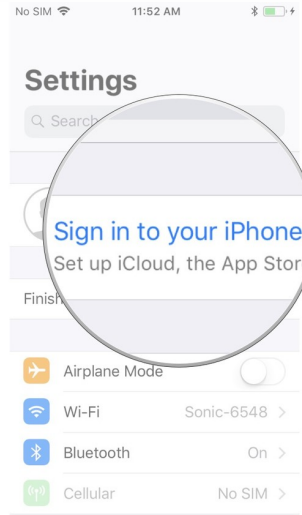
H. Tap Sign Out.

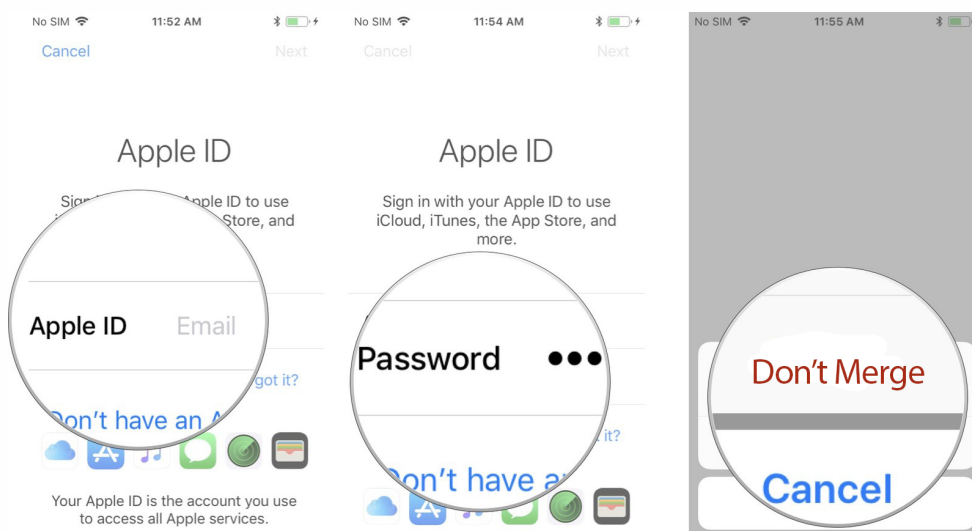I. Tap Sign Out again to confirm that you want to sign out.

Step 2: Sign in with a different Apple ID

A. We will provide you with the Apple ID login information.

B. Launch the Settings app on your iPhone or iPad.

C. Tap **Sign in to your iPhone (or iPad).

D. Tap Email and enter the email address from the login we give you.

E. Enter the Password associated with the Apple ID we give you.

F. Tap Don't Merge because you don't want the content on your iPhone/iPad uploaded to this Apple ID account.

G. The Apple ID will now activate. Log out of this ID and log back in to your iPhone/iPad with your Apple ID. Essentially repeat the process in reverse.

H. Please let us know when this is complete.

Apple Developer Account Process and Steps

Duns Number

Now that we have an Apple ID and it is activated, we can apply for an Apple Developer Account. But first, an Organization must have a **verified** Duns number to get an Apple Developer Account. We will investigate the Duns Numbers that are available for your organization and use one of the following options in the order of preference

- Your organization's Duns Number
- The Duns Number of your district or parent organization
- The Duns Number of an Organization you are related to such as your PTO
- If these options are not available we will setup a sole proprietor account.
- Note: If the Duns Number is unverified, we will request Duns to verify the number

Apple Developer Account

With the Apple ID and a verified Duns Number, we will apply for the Apple Developer Account on your behalf. Apple will verify the validity of the account. With Organization type accounts, Apple will verify with a phone call. With Sole Proprietor type accounts, they may verify with documentation to upload on the site. Either one, they will send an email that specifies the information they need and the next step to be taken.

Apple Phone Call

- Apple will send a link that you follow to schedule a call.
- Leave your mobile number so they can reach you directly
- **To get the Developer Account, you will need to confirm that:**
  - You work for the Organization and confirm your title.
  - You have the authority to sign up for a developer account and bind your organization to the terms
  - If they ask about BlueTreeApps you will need to confirm that you have hired us to create an app for you.

Apple Documentation Request

- They will send an email specifying the documentation they need.
- We have seen them request a copy of your driver's license.
- We can upload the documents for you or we can send you a link and you can upload them.