Create an Apple Developer Account for your company

Why do you need your own Apple Developer Account?

If you want to publish your individual Polario App in the Apple App Store, i.e. if you need an app with your own app icon and your own app title, it is necessary that the app is published via your own developer account.

Either you publish your app yourself afterwards or plazz AG will do this for you. For this purpose, and for later necessary updates, you simply provide us access to your account.

Please note that opening your own developer account takes additional time (about 2 weeks for creating your account and another 2 weeks for releasing your app) and include it in your event planning.

Participation in the Apple Developer Program costs 99 € / 99 USD per year. In order to place your app in the app store on a long-term basis, you must renew your membership each year for a fee.

Before you start - Request a D-U-N-S number

Before you can begin registering an Apple Developer Account, you must apply for a D-U-N-S number. Apple uses this numbering system in the following steps to uniquely identify your company or organization.

If you don't already have a D-U-N-S number, you can apply here (free of charge): https://www.upik.de/en/start.html.

The processing period within Germany is usually 5 working days, so we recommend that you carry out this step first.

Note: The D-U-N-S number is a critical step in the Apple Developer Account creation process. Please pay attention to the following points to avoid delays:

- **Do not use umlauts (Ä, Ö, Ü) or special characters** when registering, as these often lead to problems with verification.

- Your company information (name, address, telephone number) must **match the data in your commercial register entry** exactly.

- The **telephone number** for Apple verification must be correct

- The inbox of the registered **e-mail address** must be checked regularly

Annual renewal of your membership
Please note that Apple will remove your app from the store if your annual **membership is not renewed on time.** You can activate automatic renewal directly during registration or set yourself a reminder in good time.

> **Tip:** It is best to use an e-mail address that is checked regularly so that you do not miss any important notifications.
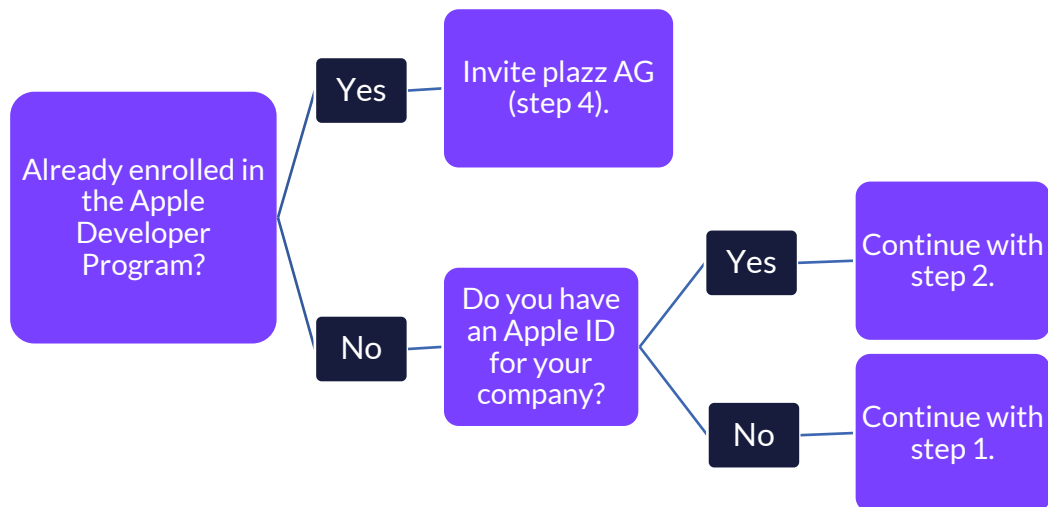
Set access rights correctly
To publish your app, plazz AG requires access to your developer account. Make sure that the correct authorisations are set and that access is not time-limited in order to avoid interruptions later on.

How should I start?

Already enrolled in the Apple Developer Program?

Yes → Invite plazz AG (step 4).

No → Do you have an Apple ID for your company?

Yes → Continue with step 2.

No → Continue with step 1.

Step 1: Create an Apple ID for your company

1. Visit the following page to create your Apple ID:
   https://appleid.apple.com/account#!&page=create

2. Fill in the form below. *We recommend that you choose an email address, that can be accessed by multiple people within your company. This email address will be your new Apple ID. Apple will send you important messages or notifications about your app to this address. So, check your mailbox regularly.*

3. Next, you will receive an email with a 6-digit verification code that will be valid for three hours. Enter this code in the pop-up window that opens.

4. Your Apple ID has now been created. You can proceed with creating your developer account.

Step 2: Join the Apple Developer Program

1. Open the „Apple Developer Program Enrollment"-page:
   https://developer.apple.com/programs/enroll/ *(Note: this page is available in English only).*

2. Click "**Start Your Enrollment**" and log in with your Apple ID.

3. Read and agree to the Apple Developer Agreement. Then click **Submit**.

4. Your Apple Developer Program will now open. Select the "**Join the Apple Developer Program**" field on the *Welcome*-page and click **Enroll** on the next page.

5. In the field "I develop apps as", select "**Company / Organization**" as your entity type. Click **Continue**.

6. On the next page, enter the information about your company and click **Continue**. (*Note: Enter a valid phone number since apple will contact you to verify your registration*.)

7. Check your login details on the next page. If everything is correct, click **Submit**.

8. Apple will contact you **within the next two weeks** via the phone number you provided for the activation of your account.

Step 3: Confirm and pay for your membership

If the verification is successful, a confirmation email will be sent to your Apple ID mail address. The confirmation email will include a link to authenticate and pay for your Apple Developer membership.

1. Click on **Review Now** in this email. The "Review and Accept"-screen of your Apple Developer Program sign-in will open.

2. Log in with the **Apple-ID** and **password** you created in step 1.

3. Accept the Apple Developer **Program License Agreement** by selecting the checkbox at the end of the page and clicking **Continue**.

4. Check the purchase details on the next page and select the **Automatic Renewal** option. (*Note: If you don't want to use Automatic Renewal, be sure to renew your Apple Developer Program membership every year. Otherwise, your app will be removed from the App Store within 24 hours after your membership expires*.)

5. You will be redirected to the **App Store**. Log in again with your Apple ID and password.

6. On the next page, pay **99 € / 99 USD** with your credit card and click **Continue**.

7. Accept the **Terms & Conditions** and click **Continue**. Follow the instructions on the screen until you reach the "Thank you" page.

8. You have now successfully enrolled in the Apple Developer Program. Within the next hour, you will receive two welcome emails and a payment confirmation from Apple to the email address of your Apple ID.
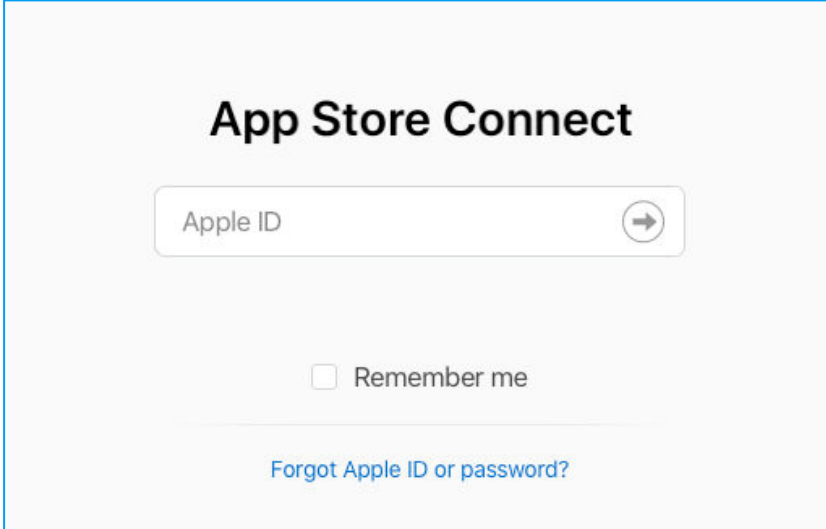
Step 4: Invite plazz AG to iTunes Connect

Your app will later be displayed in your iTunes Connect account. To create and publish your app for the first time in iTunes Connect and to update it from time to time, we need access to your account.

1. Please open the browser of your choice and enter the following link:
   https://appstoreconnect.apple.com

   Sign in with your Apple ID.
   Hint: You must log in with an Apple ID associated with your Apple Developer Account, that has at least admin permissions.

2. You are now on the App Store Connect overview page. Select the "Users and Access" button.
   Hint: In the App Store Connect, you need the necessary rights for your Apple ID to be able to create more users.
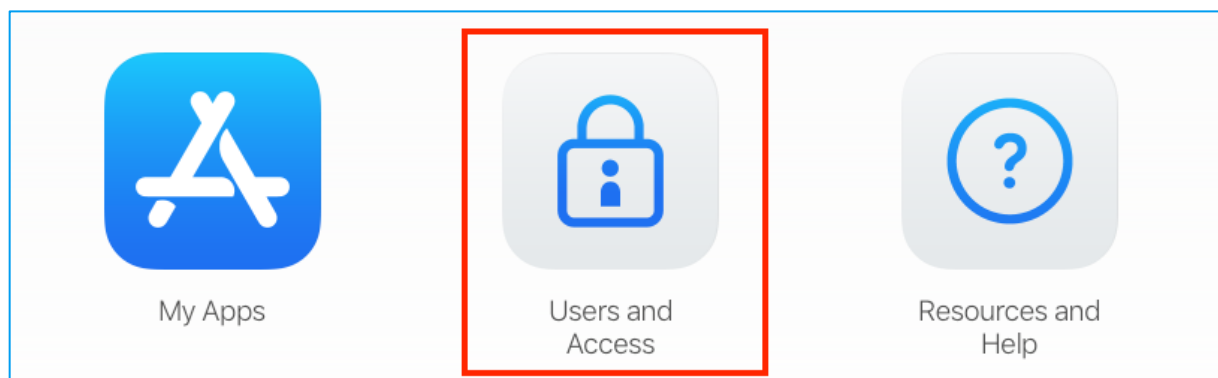
3. Click on the blue **+** next to the number of activated user accounts, to add more users.
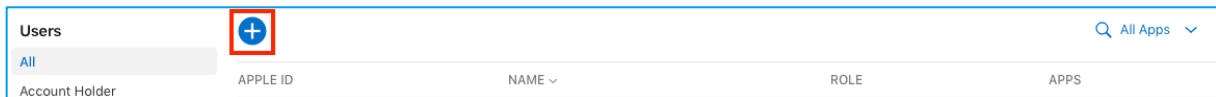
4. In the window that opens, set the permissions for the Apple ID appcenter@plazz.ag. In the required fields you enter the following: **First Name** "Stefan", **Last Name** "Benischke" and as **Email** the Apple-ID appcenter@plazz.ag. Set the **Roles** to "App-Manager" and tick the box under "Other Resources". Then click on the button "Invite".

5. Repeat **step 4** for **your account manager** at plazz AG. Please refer to the following table for the required information:
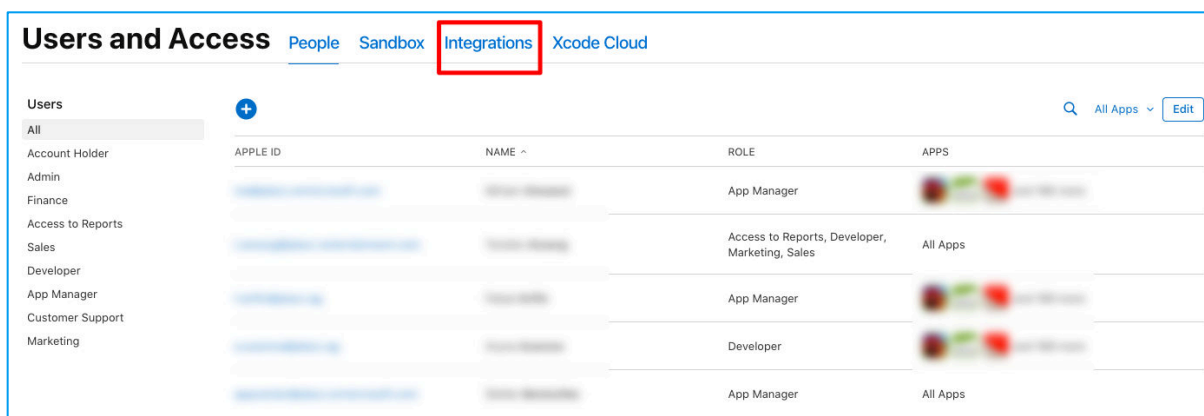
Please ensure that the account added by **your account manager** has full access authorizations (as discussed in the instructions above).

>> Add the respective account of your account manager in step 4.4. **<<**

First Name	Last Name	E-Mail
Nicole	Sauter	ns@plazz.ag
Dominik	Brüning	d.bruening@plazz.ag
Maximilian	Jülich	mj@plazz.ag
Jonas	Neurath	jn@plazz.ag
Mandy	Stegmann	m.stegmann@plazz.ag
Cordula	Iff	ci@plazz.ag

Step 5: Create an API-Key for Polario

1. Click on the link and log in with your developer account
   https://appstoreconnect.apple.com/access/api
   (You have to be an account holder or admin)

2. Click on the "Integrations" tab
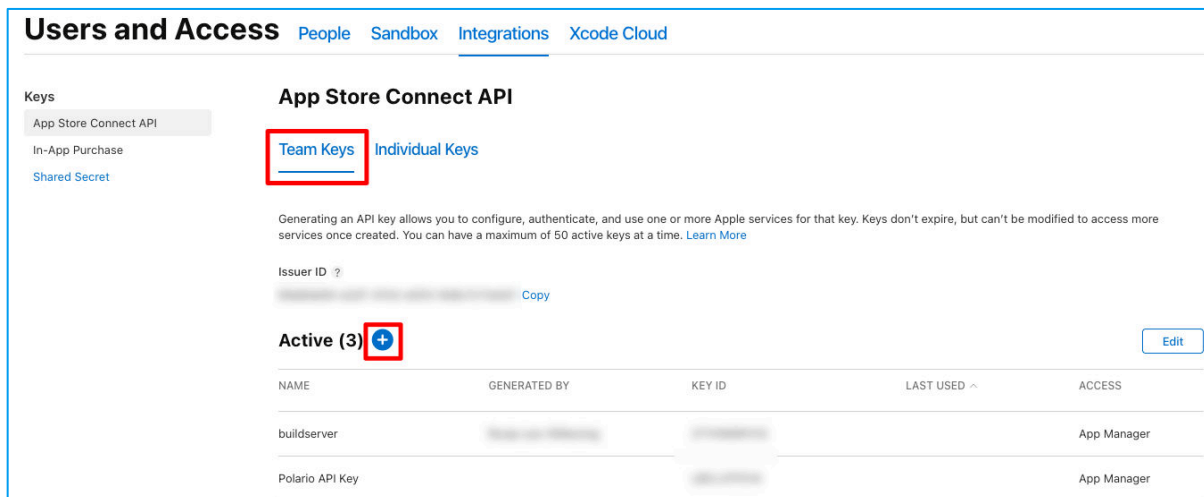
3. Now click on the "Team key" tab and then on the "+"

4. Complete the details: Name: "Polario API Key", Access: "App Manager"
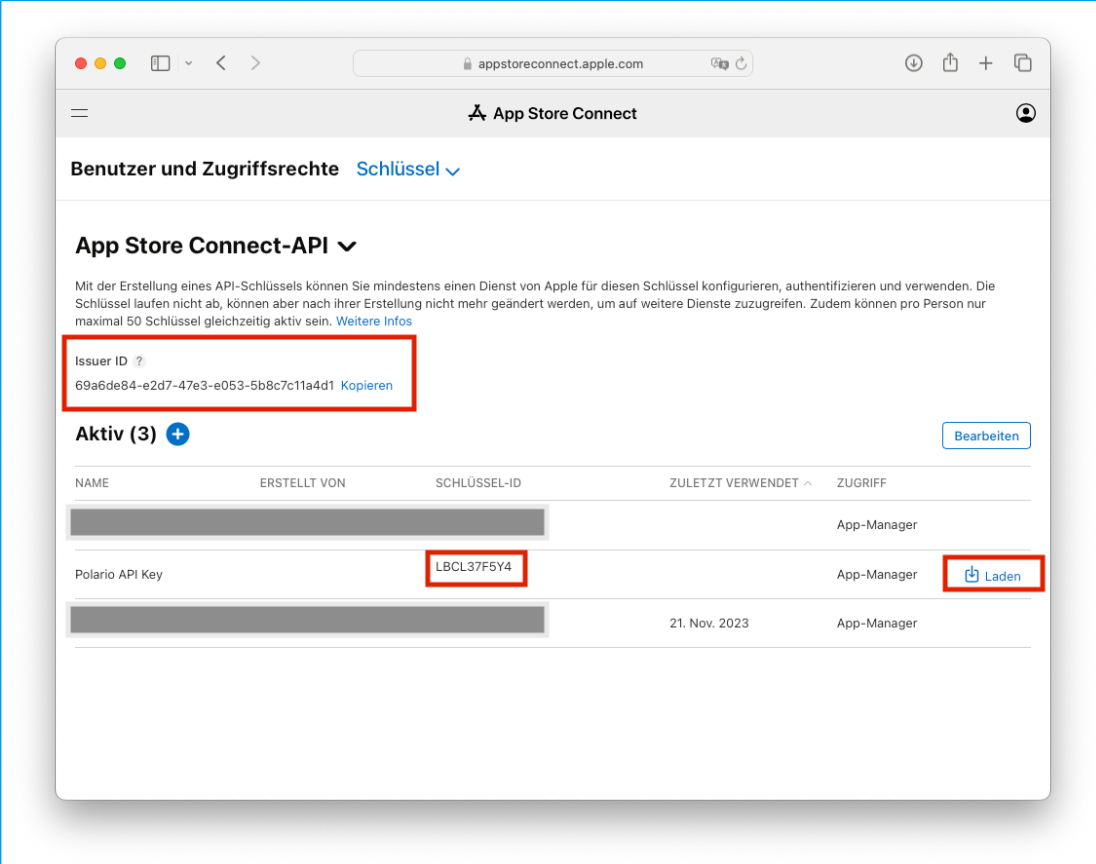

5. Click on "Create"

6. Copy the "**Issuer ID**" at the top

7. Copy the "**Key ID**" of the created key

8. Download the key (link at the end of the list). The **key can only be downloaded once**. Keep it in a safe place.

9. Send all three values (Issuer ID, Key ID, Key) to your plazz Customer Success Manager.

That's it! You have set up your Apple Developer Account! If there are any problems with the invitations or the data, we will contact you. As soon as we start uploading your iOS app, you will receive information emails from Apple about the status of your app.

For more information about the Apple Developer Account, visit the Apple Developer Support page: https://developer.apple.com/support/.