

tip411 App - Apple Developer Account Enrollment Instructions

Your tip411 subscription includes the tip411 iPhone and Android app customized for your agency.

To customize the iPhone app for your agency, Apple requires us to use an Apple Developer Account (ADA) created for your organization. If your organization has an ADA, please contact me to coordinate the next step in the app process.

If your organization does not have an ADA, here are the steps in ADA enrollment process.

A. Identify the Main Contact for the ADA

The Main Contact for your ADA should be able to sign off on any legal agreements between your organization and Apple.

B. Create an Apple ID

To enroll, you (Main Contact) will need an Apple ID. You can choose to use an existing Apple ID within your organization or create a new Apple ID.


Note: The email address associated with the Apple ID does not need to be the work email of the main contact for the ADA.

If the Main Contact does not have an Apple ID, use the link below to create a new Apple ID.

<https://appleid.apple.com/account#!&page=create>

Note: Apple requires that two-factor authentication must be turned on for your Apple ID to enroll in the Apple Developer Program.

Create an Apple ID

MaciPadiPhoneWatchTVMusicSupport

Apple ID

Sign InCreate Your Apple IDFAQ

Create Your Apple ID

One Apple ID is all you need to access all Apple services.
Already have an Apple ID? [Find it here](#)

COUNTRY / REGION

This will be your new Apple ID.

Security Question 1

Security Question 2

Security Question 3

These questions will be used to verify your identity and recover your password if you ever forget it.

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[New Code](#)

[Vision Impaired](#)



Your Apple ID information is used to allow you to sign in securely and access your data. Apple records certain usage data for security, support, and reporting purposes. [Learn how Apple protects your privacy.](#)

Continue

C. Enrollment Information

Once the Apple ID for your organization is created, you will need to submit the following information to Apple in the next step of the enrollment process. Gather this information prior to logging in and submitting the enrollment to Apple.

Apple Developer Account Information

First and Last Name:

Phone:

Address:

City/Town:

State:

Zip:

Legal Entity Name:

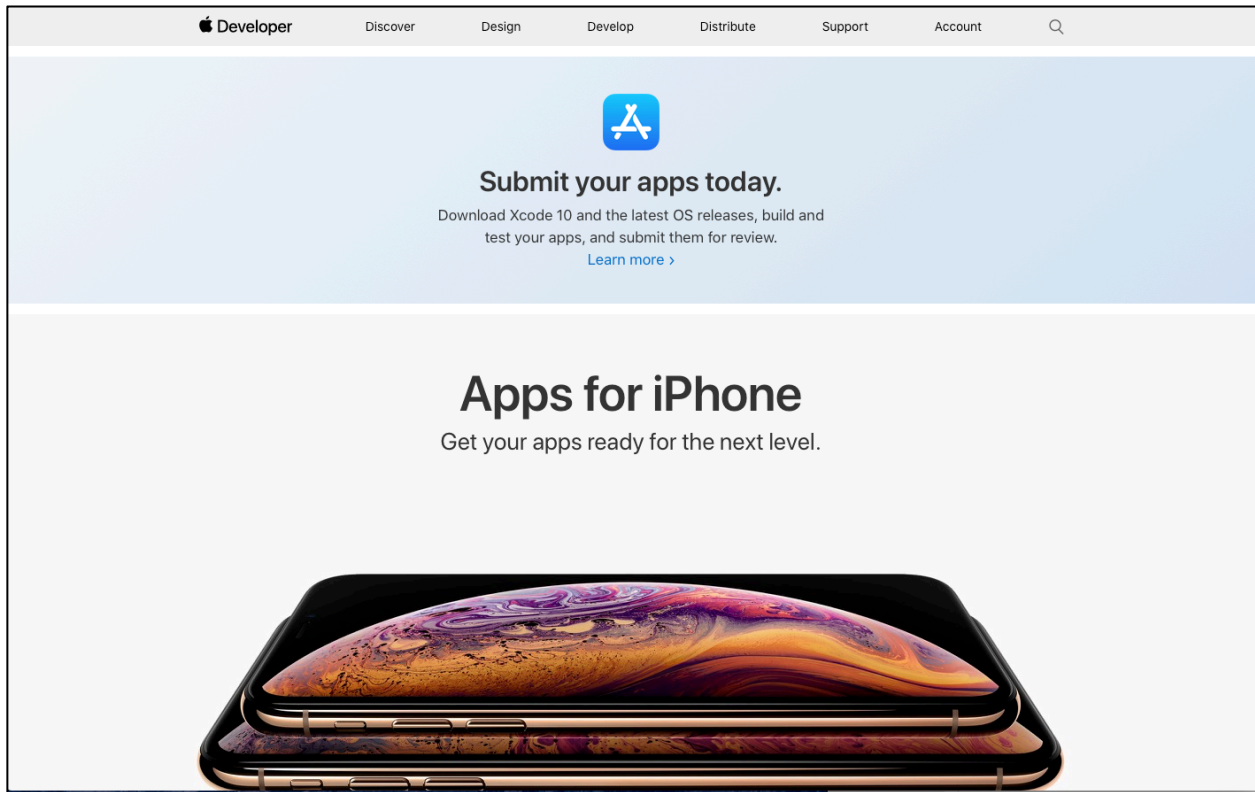
Organization Website:

Your Organization's Federal Tax ID:

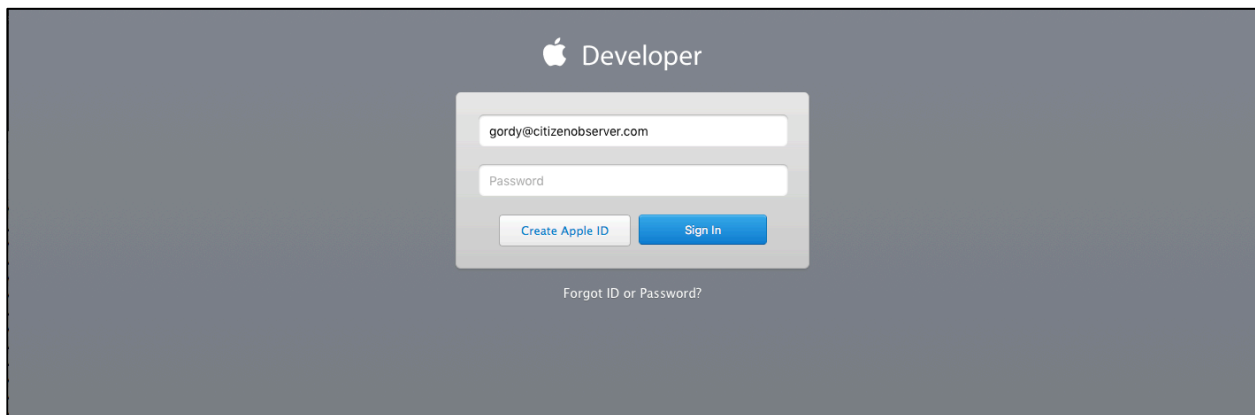
Work Email:

Here are the steps to submit this information to Apple.

1. Go to <http://developer.apple.com> and click on “Account” on the top of the page.



2. Use your Apple ID to login and begin the enrollment.



3. Check the box to accept the Agreement and click the “Submit” button

This is a legal agreement between you and Apple.
[Download PDF](#)

THIS IS A LEGAL AGREEMENT BETWEEN YOU AND APPLE INC. ("APPLE") STATING THE TERMS THAT GOVERN YOUR PARTICIPATION AS AN APPLE DEVELOPER. PLEASE READ THIS APPLE DEVELOPER AGREEMENT ("AGREEMENT") BEFORE PRESSING THE "AGREE" BUTTON AND CHECKING THE BOX AT THE BOTTOM OF THIS PAGE. BY PRESSING "AGREE," YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PRESS "CANCEL".

Apple Developer Agreement

1. **Relationship With Apple; Apple ID and Password.** You understand and agree that by registering with Apple to become an Apple Developer ("Apple Developer"), no legal partnership or agency relationship is created between you and Apple. You agree not to represent otherwise. You also certify that you are at least thirteen years of age and you represent that you are legally permitted to register as an Apple Developer. This Agreement is void where prohibited by law and the right to register as an Apple Developer is not granted in such jurisdictions. Unless otherwise agreed or permitted by Apple in

☒ By checking this box I confirm that I have read and agree to be bound by the Agreement above.


☐ I'd like to receive emails announcing the latest news and recommendations for Apple developers.

[Submit](#)

4. Click “Join the Apple Developer Program” on the bottom of the page.


Getting Started

Download Xcode, learn how to build an app, and install it directly on your Apple device.



Download Tools

Get started with Xcode, Apple's integrated development environment for creating apps.



Build Your First App

Use Xcode to write a simple "Hello World" app to get familiar with tools, SDKs, and the Swift language.

Join the Apple Developer Program

Membership in the Apple Developer Program includes everything you need to develop, distribute, and manage your apps on the App Store. You'll also gain access to beta software, advanced app capabilities, beta testing tools, and app analytics.

5. Click the blue “Enroll” button on the top of the page

Apple Developer Program

OverviewWhat's IncludedHow It WorksEnroll

From Code to Customer

Join the Apple Developer Program to reach customers around the world on the App Store for iPhone, iPad, Mac, Apple Watch, Apple TV, and iMessage, and on the Safari Extensions Gallery. You'll also get access to beta software, advanced app capabilities, extensive beta testing tools, and app analytics.

6. Click “Start Your Enrollment” at the bottom of the screen

What You Need To Enroll

✓

Enrolling as an Individual

If you are an individual or sole proprietor/single person business, get started by signing in with your Apple ID with [two-factor authentication](#) turned on. You'll need to provide basic personal information, including your legal name and address.

✓

Enrolling as an Organization

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. 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.

A Website

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

Start Your Enrollment

7. Enter your personal information

Confirm your personal information.

Legal First Name

Legal Last Name

Phone Number

1	(651) 225-9957	+ext
Country Code	Phone Number	Extension

Address

optional

City / Town

State / Province

Zip / Postal Code

Country / Region

The country/region listed must accurately represent where you currently reside. To update your country/region, sign in to your [Apple ID account](#).

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8. Select your entity type. For most organizations working with tip411, you will choose “**Government Organization.**”

Select your entity type.

I develop apps as

Government Organization

Please note: In order for your company name to be listed on your App Store product page, your company must be recognized as a legal entity in your country/region. Sole proprietors and single person companies located in countries where they are not recognized as legal entities will be enrolled and be listed for download under the enrollee's personal legal name, if selected for distribution by Apple.

To enroll, you will need:

- Legal Entity Status**

To enroll in a developer program, your organization must be a legal entity so that it can enter into legal agreements with Apple. We do not accept DBAs, fictitious businesses, trade names, or branches. The legal entity name must correspond with the tax ID you plan to use and will appear on your product page for apps you may distribute on the App Store and Mac App Store. Example: *Seller: ABC Company, Inc.*
- The Authority to Sign Legal Agreements**

As the person enrolling your organization in a 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.
- You may be eligible for a membership fee waiver.**

Nonprofit organizations, accredited educational institutions, and government entities that will distribute only free apps on the App Store and are based in eligible countries can request to have their annual membership fee waived. [Learn more >](#)

Continue

9. Enter your Legal Entity Name. If you are a Government Organization, a D-U-N-S Number is **not required** for the enrollment.

Note: It has been our experience that if a D-U-N-S Number is provided, it may delay the enrollment process. We recommend that you **do not enter** your D-U-N-S Number in this step.

Tell us about your organization.

Legal Entity Name

tip411

Include the entity type, such as Inc., LLC, GmbH, etc.

D-U-N-S® Number

optional

In order for your company name to be listed on your App Store product page, your company must be recognized as a legal entity in your country/region. Sole proprietors and single person companies located in countries/regions where they are not recognized as legal entities will be enrolled and be listed for download under the enrollee's personal legal name, if selected for distribution by Apple.

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10. Enter your organization information here. If you include your organization Tax ID, you will be able to request to waive the enrollment fee by checking the boxes at the bottom of the form.

If you have authority from your organization to enroll in the developer program, select **“I am the owner/founder ...”** in the **“Confirm your signing authority”** section. If you choose the other selection it will delay the enrollment process.

Just a bit more info.

Address

55 E 5th St

optional

Apartment, suite, unit, floor, etc.

City / Town

St. Paul

State / Province

Minnesota

Zip / Postal Code

55101

Country / Region

United States

Website

www.tip411.com

Phone Number

1

(651) 225-9957

+ext

Country Code

Phone Number

Extension

Tax ID / National ID

optional

987654321

This is a number assigned by local government agencies to identify a business within the local market. Examples include the VAT Number in Europe, the Siret Number in France, the Company Number in Australia, and the State Registry Number in Brazil.

Confirm your signing authority.

☒ I am the owner/founder and have the authority to bind my organization to legal agreements.

☐ My organization has given me the authority to bind it to legal agreements.

Confirm that you have the authority to sign legal agreements on behalf of your organization.

Your Work Email

gordy@tip411.com

Would you like to request a fee waiver?

☐ No, I decline a membership fee waiver.

☒ Yes, I would like to request a fee waiver.

☒ By checking this box and clicking continue, I agree that I am submitting this form on behalf of a nonprofit organization, accredited educational institution, or government entity that will distribute only free apps without in-app purchase on the App Store. I acknowledge that the approval of my request is at Apple's sole discretion and understand that Apple reserves the right to determine eligibility criteria and may request additional documentation. The annual membership fee will be reinstated if this organization becomes ineligible for the fee waiver for any reason or at any time at Apple's sole discretion.

Nonprofit organizations, accredited educational institutions, and government entities that will distribute only free apps on the App Store and are based in eligible countries or regions can request to have their annual membership fee waived. [Learn more.](#)

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11. Review the information you are about to submit. If the information is correct, click “Submit” on the bottom of the page.

Confirm your information.

Legal Entity Type

I develop apps as

Government Organization

Your Organization

Legal Entity Name

tip411

D-U-N-S® Number

Address

55 E 5th St

City / Town

St. Paul

State / Province

Minnesota

Zip / Postal Code

55101

Country / Region

United States

Website

www.tip411.com

Phone Number

+1 (651) 225-9957

Tax ID / National ID

987654321

Reference to Verify Your Signature Authority

Your Work Email

gordy@tip411.com

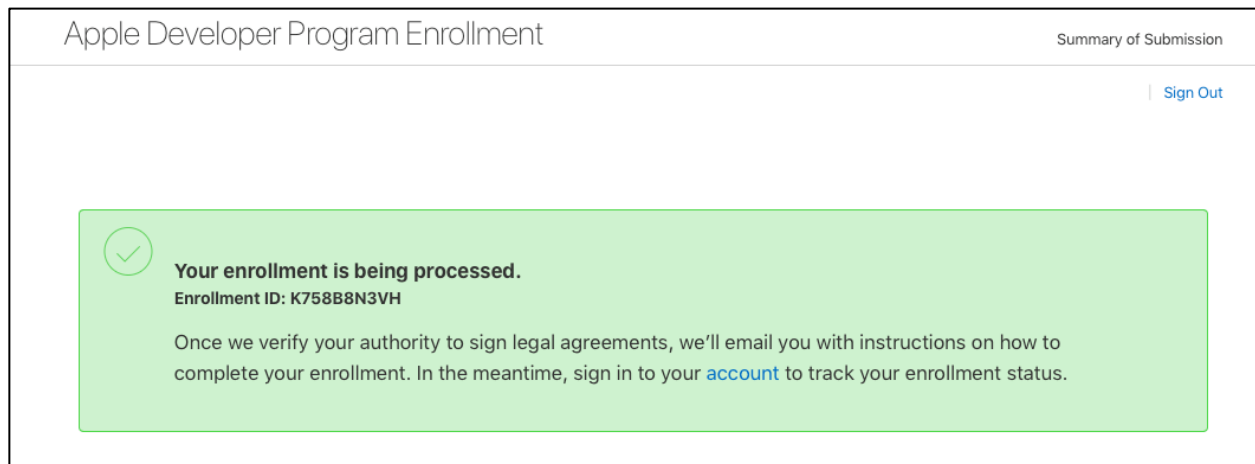
Fee Waiver

Requested

Back

Submit

12. After the information is submitted, you will be taken to a confirmation page that will display your enrollment ID.



13. After the enrollment has been submitted, you will receive emails from Apple, updating you on the status of the enrollment. Please make sure to monitor the email inbox for both your Apple ID and Work Email you entered, if they are not the same.

As part of the enrollment, Apple will require that you provide a letter to Apple on your official organization letterhead. Apple will email you specific instructions with the information they require to be included in the letter and instructions how to upload the letter to them.

Please follow the exact instructions provided by Apple when you create the letter. This will make sure the enrollment is not delayed.

An example of a verification letter is shown below.



Wilmer Police Department

"Serve with Honor... Protect with Vigilance"

Chief Victor Kemp

Lieutenant E. Pon Sergeant J. Rhodes Sergeant C. Hamilton

Detective Sergeant A. Weaver



February 6, 2018

To whom it may concern,

This letter is to indicate that I, Eric Pon, am the Lieutenant with the Wilmer Police Department. In that role I have the legal authority to bind our organization to all legal agreements presented on behalf of the Apple Developer Programs. Wilmer Police Department has the intent to participate in the Apple Developer Programs. Our enrollment ID # is YF56Z32A5F.

A handwritten signature in black ink, appearing to read "Eric Pon" followed by the number "1066" and the date "2-6-2018".

Lt. Eric Pon #1066
Wilmer Police Department

Learning from the Past... Protecting the Present... Planning the Future...

219 East Beltline Rd, Wilmer, TX 75172 PH (972) 441-6565 Fax (972) 441-3194 Email: wilmerpolice@cityofwilmer.net Website: cityofwilmer.net

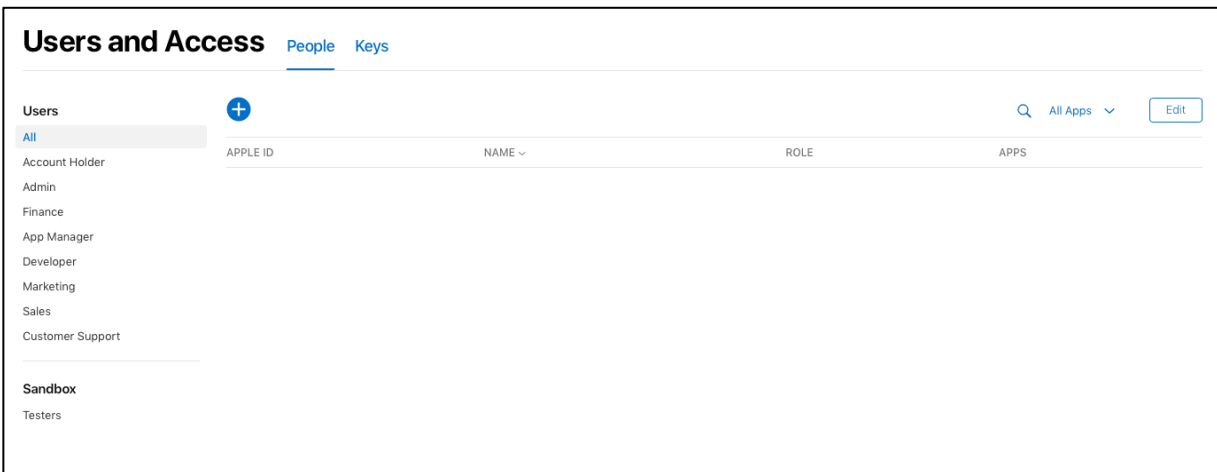
14. Apple will email you when the enrollment has been approved. The next step is to allow tip411/Citizen Observer access to the developer account so we can customize the app for your organization and upload it to the app store.

To provide us access to your developer account, go to <http://developer.apple.com> click on “Account” on the top of the page and login.

Next, click on “People” on your Developer home page



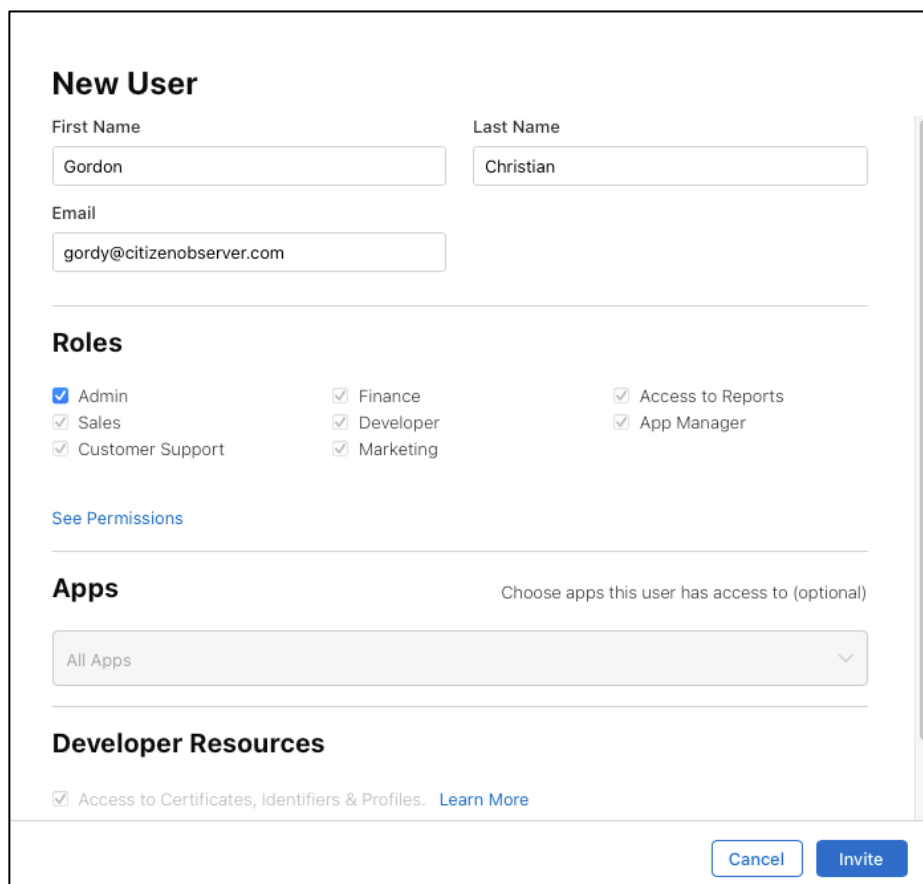
15. Click on the + icon to add a new user.



The screenshot shows the 'Users and Access' management interface. The 'People' tab is selected, and a '+' icon is visible to add a new user. A sidebar on the left lists various roles: Account Holder, Admin, Finance, App Manager, Developer, Marketing, Sales, Customer Support, and a 'Sandbox' section with Testers. The main area displays a table with columns for APPLE ID, NAME, ROLE, and APPS. A search bar and an 'Edit' button are located in the top right corner.

16. Add gordy@citizenobserver.com as a New User, using the info shown in the image below.

- Check “Admin” in the Roles section
- When you are done, click “Invite.”



The screenshot shows the 'New User' form. It includes fields for First Name (Gordon), Last Name (Christian), and Email (gordy@citizenobserver.com). The 'Roles' section has checkboxes for Admin, Finance, Access to Reports, Sales, Developer, App Manager, Customer Support, and Marketing, all of which are checked. There is a link to 'See Permissions'. The 'Apps' section has a dropdown menu set to 'All Apps' with the text 'Choose apps this user has access to (optional)'. The 'Developer Resources' section has a checkbox for 'Access to Certificates, Identifiers & Profiles' which is checked, and a 'Learn More' link. At the bottom right, there are 'Cancel' and 'Invite' buttons.

17. To customize your app, we will also need an image to use for the app icon. Usually it is an image of your agency patch or badge (see below for examples).

Apple requires an image of 1024 x 1024 pixels to be included on the app store. Email the image for the app to gordy@citizenobserver.com.



Please contact your account manager, Gordy Christian, if you have any questions.

Gordy Christian
651.236.8463
gordy@tip411.com