MINDBODY

Your action is required to keep your app updated.

Your Logo Here

Enrolling in the
Apple Developer Program

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What You Need to Enroll

Your branded mobile app is a powerful tool. Not only does it boost your branding, but it also improves your sales and client retention. To keep your app live and connected with your clients, you'll need to enroll in the Apple Developer Program.

Since it launched, your app has been housed under MINDBODY's Apple Developer account. Due to recent changes to Apple's guidelines, your business **MUST** create its own Developer account as an **Organization** to continue using your app. But don't wait—this process can take up to 30 days to complete.

What you'll need:
- Your business email address
- Your business website
- Your D-U-N-S® Number (verifies your business as a legal entity)
- Your business Apple ID
- An iOS device (for two-factor authentication)

Part 1: Get Your D-U-N-S Number

Before enrolling in the Developer program, your business must have a D-U-N-S Number.
Go to [Apple Developer support page](#) for D-U-N-S Numbers, then:

1. Use the D-U-N-S Number look-up tool to see if your business already has one.
   a. Log in with your business Apple ID, or create a new one.
   b. Complete the form, then click **Continue**.
      i. If your business is found, select it from the list and click **Continue**.
   c. Check your inbox for an email from **developer@email.apple.com**.
2. If your business isn't found, you can request a D-U-N-S Number directly from the "Your organization was not found" page.
   a. Review your details and submit the form.
      i. If you need to make any changes to the form, simply go back to the previous page and re-enter your information.

It may take up to five days to receive your number from Dun & Bradstreet. If you still haven't received a reply, please contact them at (800) 234-3867. Or, [open a support ticket](#). It may also take an additional two weeks for Apple to receive your registration information.

Part 2: Start Your Enrollment

After getting your D-U-N-S Number and completing two-factor authentication, head to the [Apple Developer Program website](#) and follow the steps below.

1. Click **Start Your Enrollment** at the bottom of the screen.
2. Enter your Apple ID, then click **Sign In**.
3. Read and agree to the Apple Developer Agreement.
   Click **Submit**.
4. Select **Join the Apple Developer Program** on the Welcome page, then click **Enroll**.
5. Select **Company/Organization** in the Entity Type dropdown menu and click **Continue**.
   a. Note: You *must* enroll as a *company/organization* to invite MINDBODY to your Developer account.
6. Confirm that you have the authority to sign legal agreements on behalf of your organization.
   a. **I am the owner/founder and have the authority to bind my organization to legal agreements**: Apple will call the phone number you provide in the "Headquarters Phone Number" in Step 7 to verify enrollment. Enter your work email address.
   b. **My organization has given me the authority to bind it to legal agreements**: Apple will call a senior employee at your organization to verify enrollment. Enter the employee's contact information.
7. Fill out the Organization Information section:
   a. **Legal Entity Name**: Your business name, including the entity type (Inc., Corp., LLC, Ltd., Co., etc.). This name will publicly appear in the iTunes Store alongside your app.
   b. **D-U-N-S Number**: Your business's unique, nine-digit Data Universal Numbering System number.
   c. **Website**: Your business website.
   d. **Headquarters Phone Number**: The phone number Apple will call to verify your enrollment.
   e. **Tax ID/National ID**: Your business's Tax ID. This is optional.

8. Click **Continue**.
9. Review your enrollment details, then click **Submit**.

If you get an error message after submitting, it's likely that the business information you entered doesn't match what D&B has on file associated with your DUNS number. Double-check your information, and call them at (800) 234-3867 if you need to update it. Or, [open a support ticket](#).

Part 3: Confirm and Pay for Your Account

Within two weeks of submitting your application, your Apple ID email address will receive a confirmation email with a link to confirm and pay for your Developer account. It costs 99 USD/year.

When you receive the confirmation email:

1. Click the enclosed link.
2. Log in to the App Store with your Apple ID.
3. Accept the terms and conditions and click **Continue**.
4. Confirm your information, then check **Automatic Renewal** to enroll in a yearly renewal.
5. Pay for your enrollment.

See the "Thank you" screen?

Congratulations—you've successfully enrolled in the Apple Developer Program!

Before moving to Part 4, make sure you email our support team to request an invitation email. Then, we'll send you a unique email address to add to your Developer account. (We'll explain more in the next section.)

Part 4: Add MINDBODY as an Account Admin

Once you've created your Developer account, you'll need to invite us to manage your account.

1. Go to [iTunes Connect](#) and **Sign In** with your Apple ID.
2. Select **Users and Access**.
3. Click the + button next to "Users" in the top left corner.
4. Fill out the "Add new user" form.
   a. Enter the following details in the New User section:
      i. **First name**: MINDBODY
      ii. **Last name**: Inc.
      iii. **Email**: Your unique MINDBODY admin email (Can't find it? [Email support](#).)
   b. Under Roles, select **Admin**.
   c. Under Developer Resources, and check the box for
      Access to Certificates, **Identifiers & Profiles**.
5. Click **Invite**.

Part 5: Accept Your App Transfer

1. Go to [iTunes Connect](#) and **Sign In** with your Apple ID.
2. Click on **Agreements, Tax, and Banking** from the yellow banner at the top of the screen.
3. Scroll to Transfer Agreements and click **Review** in the Contracts in Process section.
4. Enter the following contact information for your app (this section contains a combination of your contact information and ours):
   a. **New App Metadata**
      i. **Support URL**: Your business Contact Us or Help page.
      ii. **Marketing URL**: Your business website.
      iii. **Privacy Policy URL**: https://www.mindbodyonline.com/privacy-policy
   b. **App Review Contact Information**
      i. **First Name**: BMA
      ii. **Last Name**: App Review
      iii. **Email Address**: bma.app.review@mindbodyonline.com
      iv. **Phone Number**: +1 805 706 8602
   c. **App Store Contact Information**: Your business contact information
   d. Read the agreement terms, then click **Accept**.

So, What's Next?

It'll take roughly 24 hours for your app to appear in your Apple Developer account. While this won't affect your clients' ability to download or use it, there may be a two-hour window when push notifications can't be sent or received. We recommend waiting a day or so to continue sending notifications.

MINDBODY will take care of any communication from Apple regarding the functionality of your app. However, it's your responsibility to keep your account current by accepting updates to Apple's terms of service and keeping your payment method up to date. **Be on the lookout for these types of communications from Apple, and take timely action.**

We know enrolling is complicated, but don't worry—you'll only need to complete these steps once. After that, we'll take over updating and maintaining your app so you can focus on what matters most: your clients.

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For more information, search "Apple Developer" on support.mindbodyonline.com