Overview: Developer Accounts Setup

Client App: Guide to Setting Up Your Apple & Google Developer Accounts

This step-by-step guide walks you through setting up your Apple and Google Developer accounts, allowing Radius to publish and manage your Client App on the App Store and Google Play Store.

Overview

This document provides a step-by-step guide to setting up your Apple and Google Developer accounts to enable Radius to publish and maintain your Client App on the App Store and Google Play Store.

Why Choose an Organization Account?

We strongly recommend enrolling as an Organization rather than an Individual, as Organization accounts allow for multiple users, including Radius, to assist in managing your app.

- Individual Accounts: If you are a sole proprietorship or one-person company,
 you must enroll as an individual. Apps are published under your personal name
- Organization Accounts: If your company is a corporation, limited liability company, or legal entity, you must enroll as an organization or your app will be rejected. Apps are published under the business name

Setting up your developer accounts as an Individual, some steps in this guide may vary.

Important Notes

- Apple Developer enrollment requires an annual \$99 fee.
- Google Developer enrollment requires a one time only \$25 fee.
- Organizations must register for a D-U-N-S number before enrolling.

The D-U-N-S® Number Requirement

The following does not apply to Individual enrollments.

To enroll in the developer program, an organization is required to have a D-U-N-S number. This number is essential for verifying your business.

Request a D-U-N-S® Number

Requesting a D-U-N-S® Number

To enroll in Apple and Google Developer Programs as a business or organization, you must provide a D-U-N-S® (Data Universal Numbering System) number. This unique nine-digit identifier, issued by Dun & Bradstreet (D&B), verifies your business's legal identity.

Note: A D-U-N-S® number is not required for Sole Proprietors, DBAs, or Individual accounts.

Step 1: Check for an Existing D-U-N-S® Number

Before applying, check if your business already has a D-U-N-S® number:

- 1. Go to the <u>D-U-N-S® Number Lookup Tool</u>
- 2. Select "My Company" from the dropdown menu.
- 3. Enter your business details using one of the available search options.

If an existing D-U-N-S® number is found:

- Click "Email D-U-N-S Number" to receive the details.
- Enter your name and email to receive the information.

If no D-U-N-S® number is found:

- Click "Get a New D-U-N-S Number" to start the request process.
- Select "I have a U.S.-Based Business" and proceed with the application.

Step 2: Request a New D-U-N-S® Number

If your business does not have a D-U-N-S® Number, follow these steps:

- 1. Go to the <u>Dun & Bradstreet website</u>
- 2. Click "Get Started Now."
- 3. Under "I have a U.S.-based business," click "Get Started."

Business Verification & Application Process:

- 4. Enter your business ZIP code & business name to search for an existing D-U-N-S® Number.
- 5. In the dropdown menu, select "I don't see my business."
- 6. Select the free membership package (paid options are unnecessary).
- 7. Create a MyD&B Account by entering your first and last name & email.
- 8. Click "Next" and check your inbox for a verification code.
- 9. Follow the instructions in the email to verify your account.
- 10. Once signed in, complete the D-U-N-S® Number Request form:

Required Information:

- ✓ Legal business name
- ✔ Business email
- ✔ Business website
- ✔ Business description code: 87420406
- ✓ Upload verification documents (e.g., business license or incorporation documents).

11. Click "Submit" to complete your application.

After submitting your request and providing the necessary documentation, you should receive your D-U-N-S Number within 3-5 business days. If you haven't received it after 2 weeks, please contact D-U-N-S Support via email.

Part 1: Apple Developer Account Setup

Apple Developer Account Setup

Are you ready to launch your **private-labeled Client App** on the **Apple App Store**? Follow these step-by-step instructions to create your **Apple Developer Account** and get started.



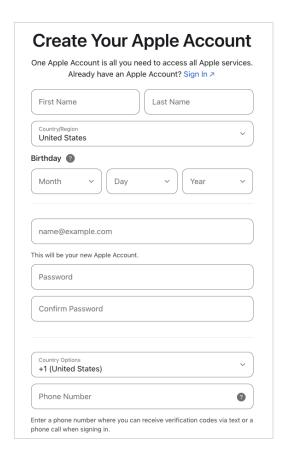
Step 1: Create an Apple ID (If You Don't Have One)

- 1. Go to Apple ID.
- 2. Click "Create Your Apple ID" in the top right.
- 3. Complete the form

Important: The email you enter will become your Apple ID.

Your phone number cannot be linked to another Apple ID.

- 4. Complete the CAPTCHA verification and click "Continue"
- 5. Verify your Apple ID:
 - A verification code will be sent to your email.
 - Another verification code will be sent to your phone.

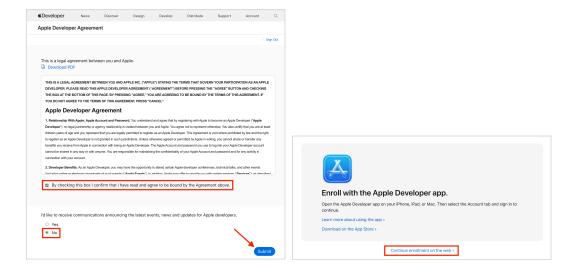


Step 2: Join the Apple Developer Program

- 1. Go to Apple's Enrollment Page.
- 2. Click "Start Your Enrollment"
- 3. Sign in with your Apple ID

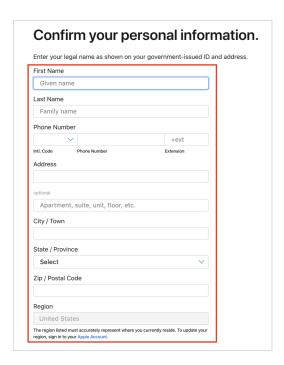
Apple Developer Agreement

- 4. Review & agree to the terms
 - a. Check the box to accept the agreement.
 - b. Opt out of Apple updates by selecting "No"
 - c. Click "Agree"
- 5. Click "Continue enrollment on the web" to proceed.



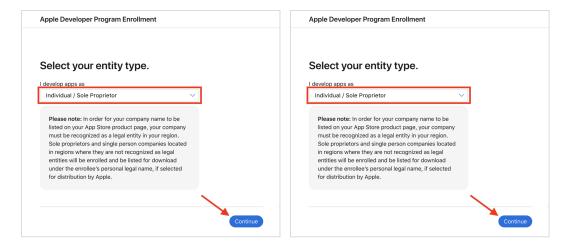
Step 3: Enter Personal Information

- Enter your legal first and last name (this will appear as the seller in the App Store).
 Do not use an alias, nickname, or company name.
- 2. Enter your phone number.
- 3. Enter your address exactly as it appears on your driver's license or government-issued ID.
- 4. Click "Continue" to proceed.



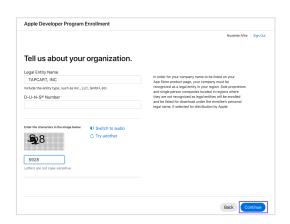
Step 4: Select an Entity

- 1. Select the account type that fits your needs:
 - ✓ Individual Apps are published under your personal name.
 - ✓ Organization (Recommended) Apps are published under your business name
- 2. Click "Continue"
- 3. Individual Accounts: Skip to step 9
- 4. Organization Accounts: Continue to Step 5



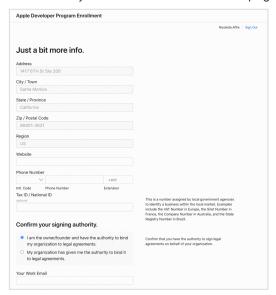
Step 5: About Your Organization

- 1. Enter your Legal Entity Name
- 2. Enter your **D-U-N-S number**, as listed in the DUNS confirmation email.
- 3. Click 'Continue'



Step 6: More About Your Organization

- 1. Some information will be pre-filled from your D-U-N-S information.
- 2. Complete any additional fields.
- 3. Confirm Your Signing Authority
- 4. Click 'Continue'
- 5. Confirm your information on the next page and click 'Submit'



Step 7: Pending Verification

At this point, Apple will process your enrollment and verify your authority to sign legal agreements. This can take 24 to 48 hours.

Once your account has been verified, Apple will send an email with instructions on how to complete your enrollment.

Step 8: Complete Enrollment

- 1. Sign into your Apple Store Connect Dashboard.
- 2. Click to Review the License agreement at the top.

Apple Developer Agreement

- 6. Review the legal agreement.
 - a. Check the box to agree to the terms and conditions and are of legal age.
 - b. Click "Continue" to proceed.

Step 9: Complete Membership Purchase

1. Check the box to Enable Automatic Renewal (optional)

IMPORTANT: If not enabled, set a yearly reminder to renew manually, as your app will be removed from the App Store within 24 hours of expiration to avoid any disruption.

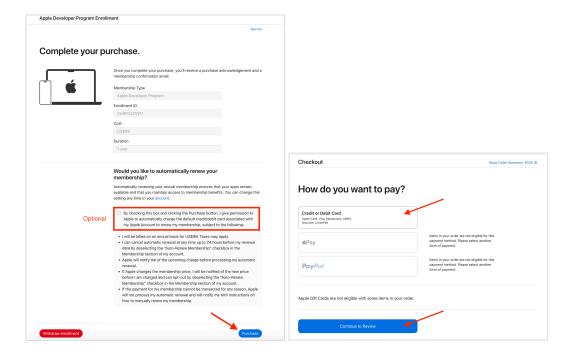
2. Enter your credit card information.

(Apple does not accept PayPal or other payment methods)

- 3. Click "Continue to Review"
- 4. Click "Place Your Order" in the next window to complete the purchase.

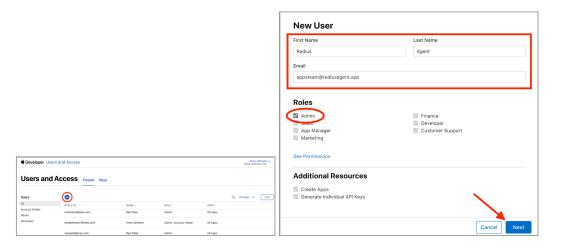
NOTE: Payment processing may take up to 48 hours. During this time, your dashboard may still display a message prompting you to make a payment—please disregard it.

Additionally, you will not be able to send out the invite to Radius until the payment has been fully processed.



Step 10: Invite Radius to Admin

- 1. Sign in to your <u>App Store Connect Dashboard</u> (https://appstoreconnect.apple.com/) using your Apple ID and password.
- 2. In the top navigation, click "Program Resources".
- 3. Under "App Store Connect," select "Users and Access."
- 4. Click the "+" (Add User) button.
- 5. Enter the following details:
 - First Name: Radius
 - Last Name: Agent
 - Email Address: appsteam@radiusagent.app
- 6. Under Roles, select Admin.
- 7. Click "Next".
- 8. On the next screen, click "Invite".



Step 11: For Individual Accounts Only

S-Corp and LLC's can continue to Google Developer Account Setup

Those with Individual Developer Accounts, will need to complete the steps in Part 2 to create a key ID and accompanying certificates.

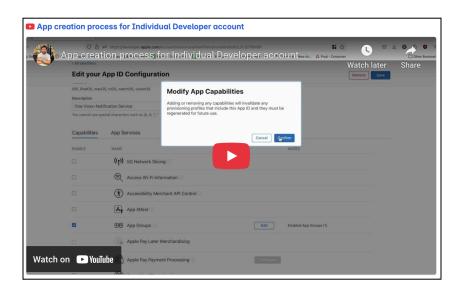
If you need any assistance with these steps, please reach out to support@radiusagent.com

Go to Part 2

Part 2: Apple Developer (Individuals Only)

Part 2: Apple Developer Account (Individuals Only)

Please do not skip any step, as they are very important in the app creation process.



Step 1: Creating a Certificate

- 1. Log into the Apple Developer Account.
- 2. Navigate to Certificates
- 3. Click + (near Certificates.)
- 4. Select Apple Distribution under "Software" and click Continue.
- Under Create a New Certificate, click "Choose File" and upload the CertificateSigningRequest.certSigningRequest file.
- 6. Click **Continue** and **download**, and **save** the certificate file.

Step 2: Creating a Group ID

- 1. Navigate to <u>Identifiers</u>, click +.
- 2. Select **App Groups**, enter provided details (description and identifier).
- 3. Click Continue, then Register.

Step 3: Creating App IDs

3.1 App ID

- 1. Navigate to <u>Identifiers</u>, click +.
- 2. Under "Register a New Identifier" select **App IDs**, click **Continue**.
- 3. Type App and click Continue
- 4. Fill in the details provided:
 - a. Explicit / Wildcard Select **Explicit** if not selected.
 - b. Description App ID Description
 - c. Bundle ID App ID Bundle ID
- 5. Under **Capabilities**, check the following options:
 - a. App Groups
 - b. Associated Domains
 - c. Push Notifications
 - d. Sign In with Apple
- 7. Click Continue, then Register.
- 8. From the list of Identifiers, select the App ID that you have just created.
- 9. Under Capabilities → App Groups → Select Configure.
- 10. Select previously created Group ID, click Continue
- 11. Click Save, and then click on "Confirm" on the "Modify App Capabilities" alert.

3.2 Notification Service App ID

- 1. Navigate to <u>Identifiers</u>, click +.
- 2. Under "Register a New Identifier" select App IDs, click Continue.
- 3. Type **App** and click **Continue**
- 4. Fill in the details provided:
 - a. Explicit / Wildcard Select **Explicit** if not selected.
 - b. Description Notification Service App ID: Description
 - c. Bundle ID Notification Service App ID: Bundle ID
- 5. Under Capabilities, select:
 - a. App Groups
- 6. Click **Continue**, then **Register** on the next screen.

- 7. From the list of Identifiers, select the Notification Service ID that you have just created (com.radiusagent.xxxxxxx.notification)
- 8. Under Capabilities → App Groups → Select Configure.
 - a. Select the **Group ID** that was created earlier and click **Continue**.
- 9. Click on Save, and then click on "Confirm" on the "Modify App Capabilities" alert.

Step 4: Creating Provisioning Profiles

4.1 App Provisioning Profile

- 1. Navigate to Profiles, click +.
- 2. Under Distribution, select App Store Connect
- 3. There will be 2 IDs (Which you have created in the previous steps) in the list, and first select the **App ID (com.radiusagent.xxxxxxxxx)** and Click **continue**.
- 4. Under **Select Certificate**, Select the created certificate and Click **Continue**.
- 5. For the Provisioning Profile Name, fill in the details that we have provided:
 - a. <APP NAME> App (From the details we have provided: App Provisioning Profile → Provisioning Profile Name)
- 6. Click on **Download** and a file will get downloaded.

4.2 Notification Service Provisioning Profile

- 1. Navigate to Profiles, click +.
- 2. Under Distribution, select App Store Connect
- 3. There will be 2 IDs (Which you have created in the previous steps) in the list, and select the Notification App Service ID (looks like: com.radiusagent.xxxxxxxx.notification) and click **Continue**.
- 4. Under Select Certificate, Select the created certificate and click on Continue.
- 5. For the Provisioning Profile Name, fill in the details that we have provided:
 - a. <APP NAME> Notification App (From the details we have provided: Notification App Provisioning Profile → Provisioning Profile Name)
- 6. Click on **Download** and a file will get downloaded.

Step 5: Key

1. Navigate to Keys, click +.

- 2. Enter the given details in the form:
 - a. Key Name: Radius Key
- 3. Select the below services:
 - a. Apple Push Notification service (APNs) and Click on Configure.
 - i. In the Environment: Select "Sandbox & Production"
 - ii. Key Restriction: Team Scoped (All Topics), and click on "Save"
 - b. Sign in with Apple:
 - i. In the Primary App ID list, select the App ID we have created, and click on "Save"
- 4. Click on **Continue**, and then click **Register**
- 5. Note down the Key ID, and click on "Download".

Final Step: Email the Downloaded Files

Once the app creation and ID creations are completed, reply to the email with the Key ID and 4 downloaded files back or email us with

Attach: 4 downloaded files.

In case if you are sending as a new email, please send it to

- To: appsteam@radiusagent.app
- CC: ranjith@radiusagent.com, laura.robarge@radiusagent.com
- Subject: <Team or Agent Name> App Creation for Apple
- Body: Include the Key ID clearly.
- Attachments: All four downloaded files.

Google Developer Account Setup

Google Developer Account Setup

Are you ready to launch your **private-labeled Client App** on the **Google Play Store**? Follow these step-by-step instructions to create your **Google Developer Account** and get started.



Step 1: Visit the Google Play Console

- 6. Go to the Google Play Console.
- 7. Sign in with your Google account (or create one if you don't have one).

Step 2: Choose an Account Type

- 7. Select your account type:
 - ✔ Personal Account Best for individual developers or sole proprietors Published apps will display your own name.
 - ✔ Organization Account Recommended for businesses, larger teams, or commercial apps. Published apps will display your organization's name
- 8. Click "Get Started"

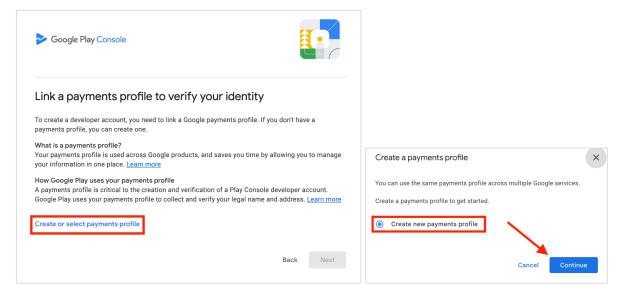
Step 3: Developer Name

- 5. Enter your **Developer Name** This is the **public** name that will appear on Google Play.
- 6. Click "Next"



Step 4: Set Up a Payments Profile

- 5. Choose to create or select an existing Google Payments Profile.
- 6. Create a new payments profile
- 7. Click "Continue"



Individual Account Type Only:

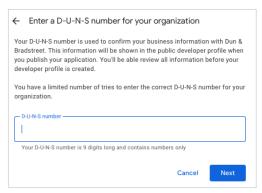
8. Choose an existing profile or create a new one, then click "Continue."

- 9. Enter your payment billing information.
- 10. Click "Save"



Organization Account Type Only:

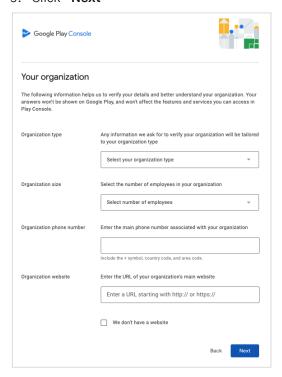
- 11. Enter your **D-U-N-S Number** (required for organizations).
- 12. Verify your organization's details.
- 13. Click "Finish" and then "Next"



Step 5: Enter your Organization's Details

- 4. Provide your organization's:
 - a. Size
 - b. Phone Number

- c. Email
- 5. Click "Next"



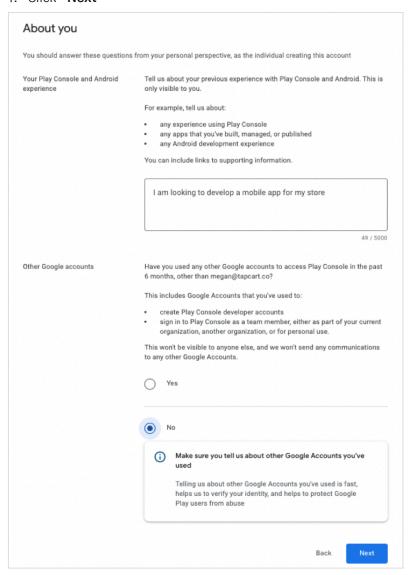
Step 6: Create Public Developer Profile

- 6. Fill in the **public information** displayed on Google Play:
 - a. Developer Phone Number (verification required).
 - b. Developer Email Address (verification required).
- 7. Check the box to acknowledge the terms.
- 8. Click "Next"

Step 7: About You

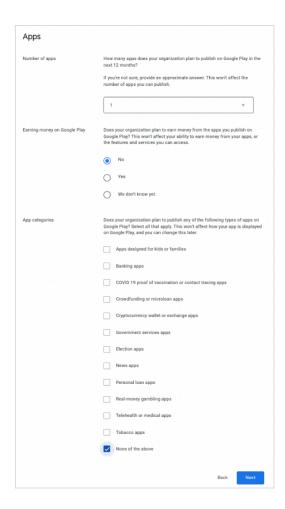
- 1. Answer questions about your Google Play Console and Android development experience.
 - a. Input "I have experience"
- 2. Select "No" for other Google accounts.

- 3. Add your website or select "I don't have a website"
- 4. Click "Next"



Step 8: Apps

- 1. Number of Apps: Select 2-5.
- 2. Earning Money: Select "We don't know."
- 9. App Category: Select "None of the above."
- 10. Click "Next"

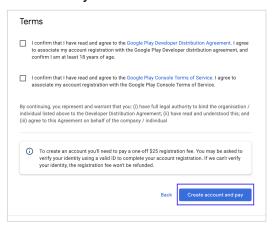


Step 9: How Google Contacts You

- 1. Enter your contact information (used only for Google communications, not publicly visible)
 - a. Name
 - b. Email
 - c. Preferred Language
 - d. Phone Number
- 2. Click "Next"

Step 10: Accept Terms and Make Payment

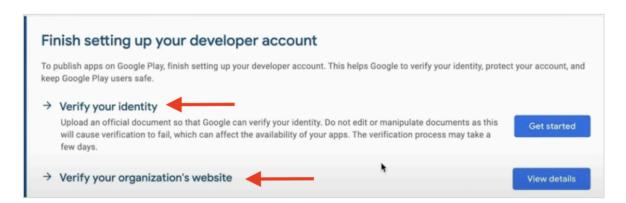
- 9. Agree to the Google Developer Terms & Conditions by checking the top two boxes.
- 10. Click "Create account and pay".
- 11. Verify your card details and complete the \$25 one-time registration fee payment.
- 12. Click "Buy"



Step 11: Complete Additional Verification

For Organizations

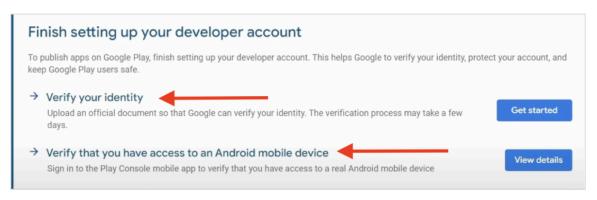
- Verify your Identity
- Verify your Organization's Website



For Individuals

Verify your Identity

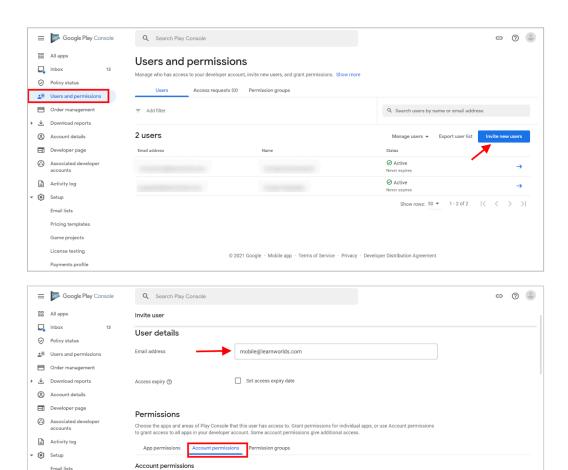
• Verify that you have access to an Android mobile device. Please reach out if you do not have access to a mobile device.



Step 12: Invite Radius as Admin

- 1. Log into your Play Console Dashboard (https://play.google.com/console/developers)
- 2. Go to 'Users and Permissions.'
- 3. Click the 'Invite New Users' button. (**Note:** Some browsers may display three vertical dots in lieu of the 'Invite New Users' button)
- 4. Invite new user appsteam@radiusagent.app
- 5. Under Account Permissions, check the box for Admin (all permissions)
- Click 'Invite User' to send the request.
 Radius will receive an email invitation with a link to accept the request. Once Radius accepts the invitation, they will have access to manage your Client App.

Cancel Invite user



Grant permissions for all apps in your developer account

Pricing templates

Tab 6

■ Apple_Google Developer Account Setup (Master).wav