

App Store Development Account Actions

Required App Developer Account Maintenance:

- Create a Calendar Event for your Developer Membership Expiration.
 - **How do I find when my membership will expire?** When you're logged into Apple Developer, on the left side click "Membership" and find "Expiration Date."
 - *The membership lasts 1 year, and Apple will remove your App from the store until it's renewed.*
 - **How do I renew my membership?**
 - Log into *Apple Developer* (<http://developer.apple.com/account>)
 - About 30 days before expiration, a yellow banner appears in the account indicating the upcoming renewal. Also, Apple will send emails to the Account Holder about the upcoming expiration date. Follow the prompts in the banner and email provided.
- Log into your Apple Accounts Monthly to ensure everything is current.
 - Set a monthly calendar reminder for this process.
 - Approve any outstanding App agreements. Follow the instructions below to ensure your Apple Account is current:

Apple Developer

- Log into *Apple Developer* (<http://developer.apple.com/account>)
- Check to see if any Red or Yellow banner appears immediately after you login at the top.
 - **Membership:** If this banner appears, click on the box, and follow the prompts through to completion.
 - **Apple Developer Agreement:** If this banner appears, click on the box, and follow the prompts through to completion.
- Once completed, or if nothing appears, advance to the next step.

App Store Connect

- Log into *App Store Connect* (<https://appstoreconnect.apple.com/login>)
- Check to see if any Red or Yellow banner appears immediately after you login at the top.
 - **Free Apps Agreement**
 - Click on *Agreements, Tax & Banking*
 - On the *Free Apps* line, click on *View Terms* on the far right and follow prompts through to completion.
 - **Paid Apps Agreement**
 - Click on *Agreements, Tax & Banking*

Blackboard

- On the *Paid Apps* line, click on *View Terms* on the far right
- Check the box to indicate you've read the terms and conditions and accept the agreement.
 - Note: *You do NOT need to add in any banking information. Apple is in the process of updating this agreement and depending on how old your agreement is will determine if it needs to be rejected/accepted*
- When it's done it should say *Pending User Information*
- Once completed, or if nothing appears, your Apple Accounts are current and up to standard.