

## White Label Onboarding Guide – UMW Recordings Inc (For Distributors)

Starting a new distribution company is a high-impact project that requires clear structure, compliance readiness, and a reliable operational setup. This guide outlines the end-to-end process to launch your **White Label** platform using **UMW Recordings Inc infrastructure**, from plan selection to activation and catalog migration.

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### Step 1 – Review & Compare White Label Packages

Begin by selecting the plan that matches your expected scale and operating model.

#### Packages

- Bronze (up to 10,000 tracks / 5,000 users / 1 admin)
- Silver X (up to 50,000 tracks / 10,000 users / 5 admins)
- Gold (Enterprise) (500,000+ tracks / 50,000+ users / 10+ admins)
- REST / API (Advanced Automation) as add-on or included at Enterprise level (scope-based)

**Link:** [White Label Pricing](#)

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### Step 2 – Submit the Distributor Application (Initial Intake)

To assess your needs and configure the correct environment, complete the distributor intake form.

#### You will provide:

- Company details (legal name, registration, address)
- Business model (B2B distributor, label services, hybrid, etc.)
- Expected catalog volume (tracks/releases) and user volume
- Target markets (regions/territories) and operational requirements
- Payment preferences and payout structure

**Link:** [APPLICATION](#)

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### Step 3 – Compliance & Verification (KYC/KYB)

Before provisioning a production environment, UMW applies an eligibility and compliance review aligned with fraud prevention and legal requirements.

**Typical steps include:**

1. Completing the KYC/KYB form
2. Identity and/or business verification
3. Security and risk review (where applicable)

You can read all about our [KYC process for White Label](#) here.

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### Step 4 – Service Agreement & Plan Confirmation

Once compliance is approved, you will receive the service agreement for signature.

The agreement typically confirms:

- Selected plan (**Bronze / Silver X / Gold**)
- Scale limits and admin access structure
- Any add-ons (REST/API, migration services, priority support)
- Billing cycle and onboarding scope

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### Step 6 – Pay the One-Time Installation / Setup Fee

After signature, you'll receive a secure payment link to cover the installation/setup fee.

The setup fee covers:

- Dedicated environment provisioning and configuration
- White label branding configuration
- Admin setup, permissions, security baseline
- Technical onboarding and operational readiness steps

**Setup fee:** \$395

**Payment provider:** Stripe o Transfer Bank

Depending on the plan you have chosen, we will verify

## Step 7 — Provide Launch Inputs (Configuration Questionnaire)

You will receive a structured configuration form to collect all launch requirements.

**Sections typically include:**

- **Branding:** logo files, colors, typography, UI preferences, footer rules
  - **Web/Domain:** subdomain or domain preference, SSL requirements
  - **Operations:** roles, admin structure, internal workflows
  - **Distribution rules:** territories, selective distribution requirements, stores
  - **Accounting:** reporting cycles, statements structure, payout preferences
  - **Legal:** branding disclaimers, terms, support contact, policies
  - **Integrations:** payments, CRM tools, analytics tools, REST/API needs
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## Step 8 — Domain / Subdomain Setup (DNS Configuration)

To activate your branded portal, you will configure DNS records:

- Record 1: Point your (sub)domain to the platform server
- Record 2: Authorize your email provider (SPF/DKIM) for transactional emails

UMW will provide:

- DNS values and a step-by-step guide
  - Verification checklist
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## Step 9 — Plan Subscription & Account Activation

Once the environment is ready and DNS is verified, you will receive the subscription payment link.

After payment confirmation:

- Your platform is activated
  - Admin privileges are assigned to your nominated team members
  - Your branded portal becomes accessible to your users
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## Step 10 — Catalog Migration, Team Setup & Go-Live

Your [White Label](#) platform is now live. 🧯

Next actions:

- Import/migrate catalog (manual, bulk tools, or assisted migration)

- Invite your internal team and assign roles
- Invite artists/labels and onboard initial customers
- Follow the QA/onboarding guidelines before uploading first releases

We recommend waiting for your official onboarding message from Support/QA to align release standards and reduce rejections.

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## **Frequently Asked Questions (FAQ)**

### **1) How long does this process take?**

The total time depends on (a) your response speed, (b) compliance verification, and (c) technical readiness (domain/DNS, onboarding inputs). Most launches typically fall within a structured onboarding window once all requirements are submitted.

### **2) Why is there an installation/setup fee?**

The installation fee covers environment provisioning, branding configuration, technical onboarding, security baseline, and the internal effort across support, engineering, and compliance teams needed to safely activate a distributor account.

### **3) Can I upgrade plans later?**

Yes. Distributors commonly start on Bronze or Silver X and upgrade when catalog volume, users, or admin requirements increase.

### **4) Do I need REST/API from day one?**

Not always. REST/API is recommended when you need automation at scale (bulk operations, payouts workflows, integrations with CRM/BI). It can be added later as your operation grows.

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## **Next Step (Call to Action)**

To begin, submit the application and request a demo:

- **Distributor Application:** [APPLY](#)
- **Sales Contact:** [info@umwrecordingsinc.com](mailto:info@umwrecordingsinc.com)