

 for Business

DOORDASH FOR BUSINESS ADMIN CHECKLIST

LAUNCH DAY



ADMIN CHECKLIST

FOR THE DAY OF LAUNCH

- Send an instant message (such as Slack, Teams, etc.) to all eligible employees:
 - Announce the benefit on the day of launch. If possible, have someone from senior leadership send the message (**Templates 3A-C**)
 - or Announce the benefit via an email from senior leadership (**Templates 4A-C**)
- Add DoorDash benefit information to leadership and HR signatures
 - Include the enrollment link in the signature (**Templates 5-6C**)
- Have team leads announce in meetings
 - Bonus: Host an internal competition: which team can get the highest % of employee activations?
- In the office? Print and hang this poster or leave this one-pager on desks



COMMUNICATION TEMPLATES

ADMINS OR SENIOR LEADERS SENDING TO ALL ELIGIBLE EMPLOYEES IN THE COMPANY

3A



YOU ARE OFFERING DASHPASS

Beginning today, you will have access to DoorDash DashPass, the subscription that gets you unlimited free delivery and reduced service fees from DoorDash, covered by [Company]. This will save you \$4-5 on every order and can be used at work or at home.

Enrolling is simple:

1. Create a DoorDash account using your work email. Already have a DoorDash account with another email? Please log out and create a new one with your company email.
2. Enroll via the pop-up by clicking "Get DashPass". If you don't see a pop-up, head to this DashPass page and click on the 'Get DashPass' button to enroll.
3. Start ordering! We cover the subscription fee so you won't be charged.

3B



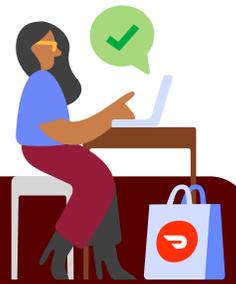
YOU ARE OFFERING A MEAL PLAN

Beginning today, we have your meals covered! Enjoy complimentary meal budgets with DoorDash as a benefit to you. You will receive [budget amount] daily/weekly/monthly towards your DoorDash delivery order.

Ordering is simple:

1. Log in to DoorDash with your work email address. Don't have an account with this email yet? Go to doordash.com and sign-up today.
2. Once signed in, go to doordash.com/teams/join to finish joining the work portal, or use the link provided in your welcome email from DoorDash.
3. Select a restaurant to see the budget banner appear. Add food to your cart and checkout within the budget window and enjoy the [budget amount] off!





3C

YOU ARE OFFERING DASHPASS AND A MEAL PLAN

Beginning today, we have your meals covered! you will have access to DoorDash DashPass & Meals budgets, covered by [company]. These meal budgets can apply towards your DoorDash food delivery order, while receiving unlimited free delivery and reduced service fees from DoorDash.

Enrolling is simple:

1. Create a DoorDash account using your work email. Already have a DoorDash account with another email? Please log out and create a new one with your company email.
2. Once signed in, [click here](#) to finish joining the work portal, or use the link provided in your welcome email from DoorDash.
3. Start ordering! Look for the blue DashPass logo next to restaurants on DoorDash to see if they're DashPass eligible.
4. Add food to your cart and checkout within the budget window and enjoy the [budget amount] off!

COMMUNICATION TEMPLATES

TO ALL EMPLOYEES

4A



DASHPASS ANNOUNCEMENT

Subject: Enroll in DashPass for Employees

Hi team! We are rolling out a complimentary DashPass subscription with DoorDash as a benefit to you. Enroll to get unlimited free delivery and reduced service fees on all DoorDash orders.

Ordering is simple:

1. Create a DoorDash account using your work email. Already have a DoorDash account with another email? Please log out and create a new one with your company email.
2. Enroll via the pop-up by clicking 'Get DashPass.' If you don't see a pop-up, head to [this page](#) and click on the 'Get DashPass' button to enroll.
3. Start ordering! Look for the blue DashPass logo next to restaurants on DoorDash to see if they're DashPass eligible.

Happy ordering, team!

4B



MEAL PLAN ANNOUNCEMENT

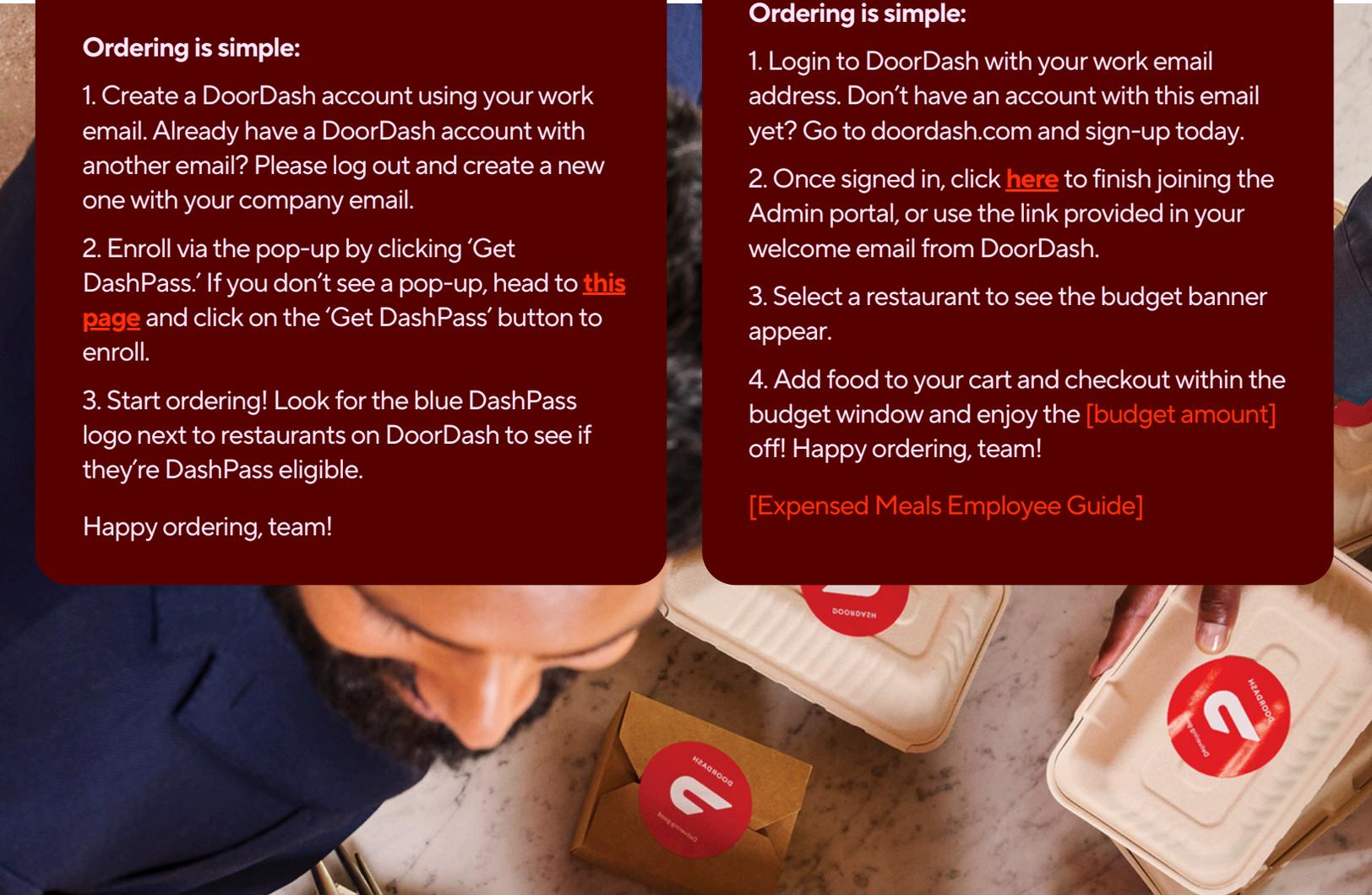
Subject: Enroll in your new DoorDash meal plan

Hi team! We are rolling out complimentary meals through DoorDash as a benefit to you. Enroll in these benefits to receive meal budgets which apply towards your DoorDash food delivery.

Ordering is simple:

1. Login to DoorDash with your work email address. Don't have an account with this email yet? Go to doordash.com and sign-up today.
2. Once signed in, click [here](#) to finish joining the Admin portal, or use the link provided in your welcome email from DoorDash.
3. Select a restaurant to see the budget banner appear.
4. Add food to your cart and checkout within the budget window and enjoy the [\[budget amount\]](#) off! Happy ordering, team!

[\[Expensed Meals Employee Guide\]](#)





4C

DASHPASS AND MEAL PLAN ANNOUNCEMENT

Subject: Enroll in your new DoorDash benefit: DashPass & Meal Budgets

Hi team! We are rolling out complimentary meals and a free DashPass subscription with DoorDash as a benefit to you. Enroll in the DoorDash for Business benefits to receive meal budgets which apply towards your DoorDash food delivery order and unlimited free delivery and reduced service fees on all DoorDash orders.

Ordering is simple:

1. Log in to DoorDash with your work email address. Don't have an account with this email yet? Go to doordash.com and sign-up today.
2. Once signed in, click [here](#) to finish joining the work portal, or use the link provided in your welcome email from DoorDash.
3. Start ordering! Look for the blue DashPass logo next to restaurants on DoorDash to see if they're DashPass eligible
4. Select a restaurant to see budget banner appear, add food to your cart and checkout within the budget window and enjoy the [\[budget amount\]](#) off!

Happy ordering, team!

[\[Attach Dashpass and Expensed Meals Employee Guide\]](#)

POST-LAUNCH REMINDERS

5

EMAIL SIGNATURE

[name] [contact info]

[Enroll in your new DoorDash benefits here!](#)

6A

DASHPASS REMINDER

Reminder! You can now enroll for free in DoorDash for Business, the subscription that gets you free delivery fees and saves you \$4-5 per order on DoorDash orders – from food to grocery and convenience. Check your email for enrollment instructions.

6B

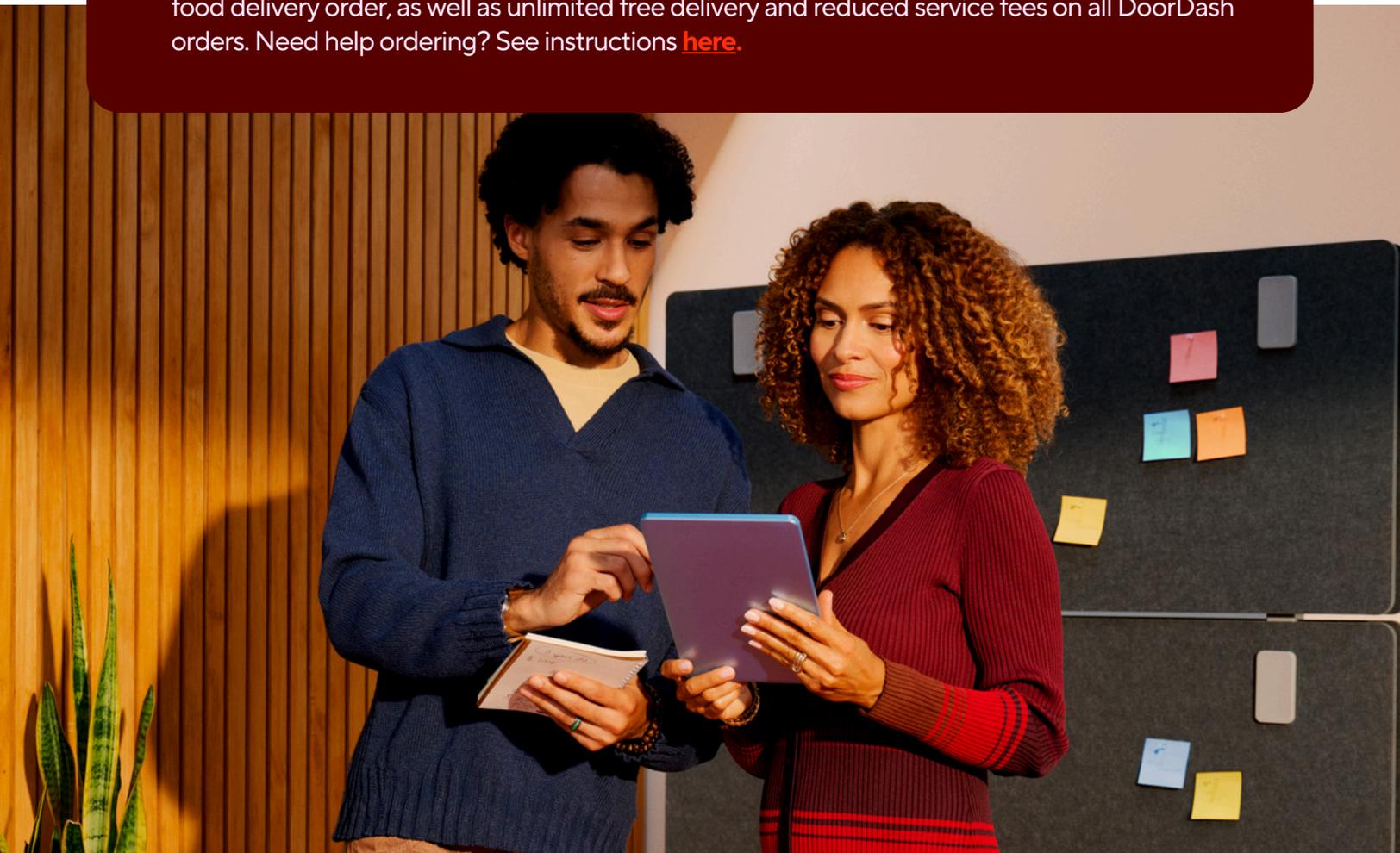
MEAL PLAN REMINDER

Reminder! [company] has your meals covered! Enjoy [budget amount daily/weekly/monthly] towards a DoorDash order. Need help ordering? See instructions [here](#).

6C

DASHPASS AND MEAL PLAN REMINDER

Reminder! Enjoy [budget amount daily/weekly/monthly] which apply towards your DoorDash food delivery order, as well as unlimited free delivery and reduced service fees on all DoorDash orders. Need help ordering? See instructions [here](#).



 for Business