for Business

DOORDASH FOR BUSINESS ADMIN CHECKLIST

POST-LAUNCH

ADMIN CHECKLIST

THE DAY AFTER LAUNCH

- [ ] Send an instant message (such as Slack, Teams, etc.) to all eligible employees, for templates see Post-Launch Reminders in the Launch Day guide.
- [ ] Add benefit information to any internal employee portals.

TWO WEEKS

- [ ] Resend employee DoorDash for Business benefit invites to those who have not completed enrollment through Admin Portal.

THREE WEEKS

- [ ] Admins resend employee DoorDash for Business benefit invites to those who have not completed enrollment through Admin Portal.
  - [ ] Admins login to their Admin Portal, **select employees** from the left side menu, then **click the 'Resend Invites'** button within the gray bar.

ONE MONTH AND BEYOND

Great work! After a month you should be getting great feedback from your employees about the DoorDash benefit. Here are other things you can try to spread the word at your organization:

- [ ] Host an activation challenge between teams.
- [ ] On holidays and long weekends, remind your employees they can use their DashPass benefit for at-home celebrations/get-togethers.
- [ ] Include the benefit information in an All Hands meeting.
- [ ] Include DashPass information in all internal newsletters
- [ ] Hang flyers or posters around the office.
- [ ] Add benefit information to your recruitment materials.

POST-LAUNCH REMINDERS

5 EMAIL SIGNATURE

[name] [contact info]
Enroll in your new DoorDash benefits here!

6A DASHPASS REMINDER

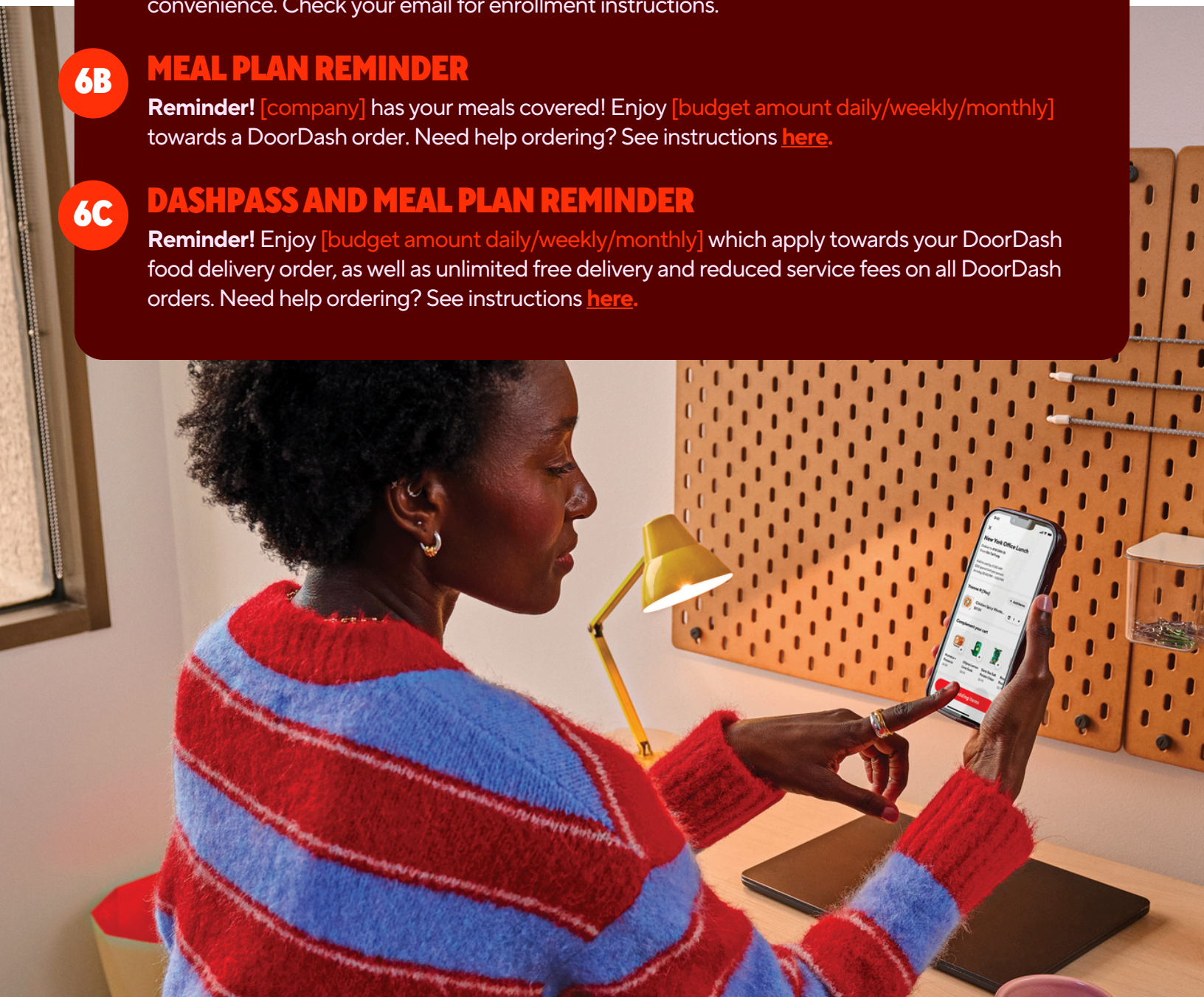
Reminder! You can now enroll for free in DoorDash for Business, the subscription that gets you free delivery fees and saves you $4-5 per order on DoorDash orders — from food to grocery and convenience. Check your email for enrollment instructions.

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**.



COMMUNICATION TEMPLATES

POST-LAUNCH MESSAGES FOR EMPLOYEES THAT HAVE NOT ENROLLED IN BENEFITS YET

7A

DASHPASS BENEFITS AT HOME

Subject: Use your DashPass and Meals benefit at home too!

Did you know that you can use your DashPass benefit at work or at home? This means you can get unlimited free delivery on all DoorDash orders, no matter where you are. Take control of your time with free delivery.

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 **page** and click on the 'Get DashPass' button to enroll.

3. Look for the blue DashPass logo and start your order.

Happy ordering!

7B

MEAL CREDITS ARE WAITING

Subject Line: Don't let your meal credits go to waste!

Did you know that [Company] is sending out meal credits to you? Don't let them go to waste.

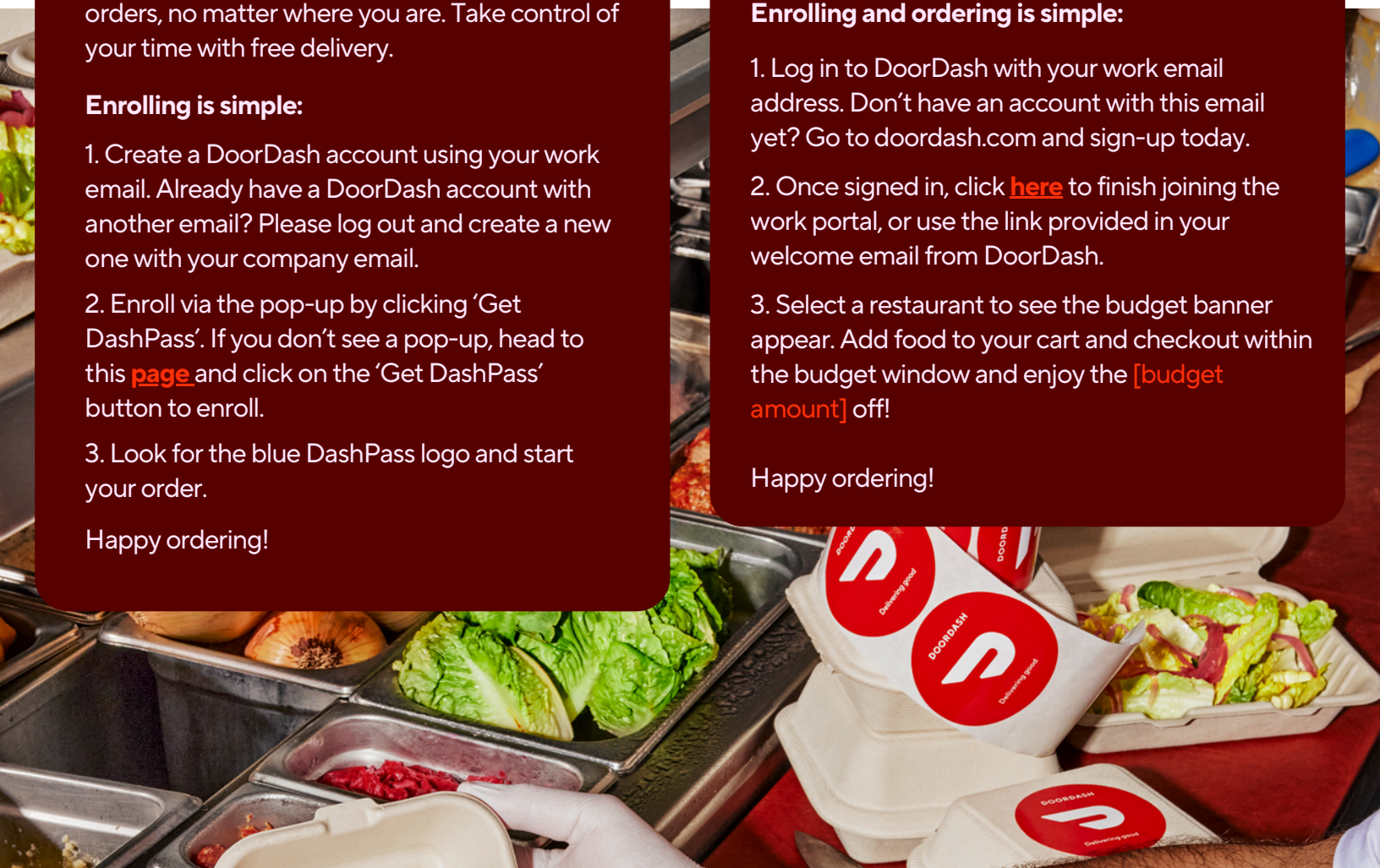
Enrolling and ordering is simple:

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. 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!

Happy ordering!



7C

DASHPASS AND MEAL BENEFITS REMINDER

(Subject Line) Use your meal budgets and free DashPass subscription

Did you know that [Company] is sending out meal budgets to you which apply towards your DoorDash food delivery order as wells as a complimentary DashPass subscription? Don't let them go to waste!

Enrolling 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 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. Add food to your cart and checkout within the budget window and enjoy the [budget amount] off.

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