



DoorDash for Business

SFTP



Today's Agenda

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| 3 | File Format |
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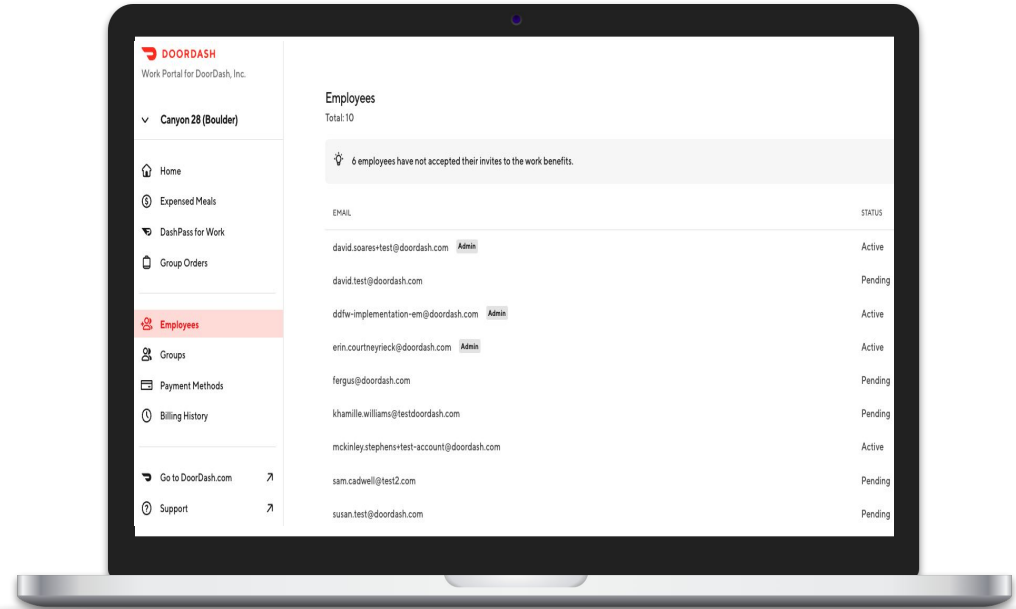




DoorDash Admin Portal

Key points:

- The DoorDash Admin Portal is an administrative site to manage users benefits.





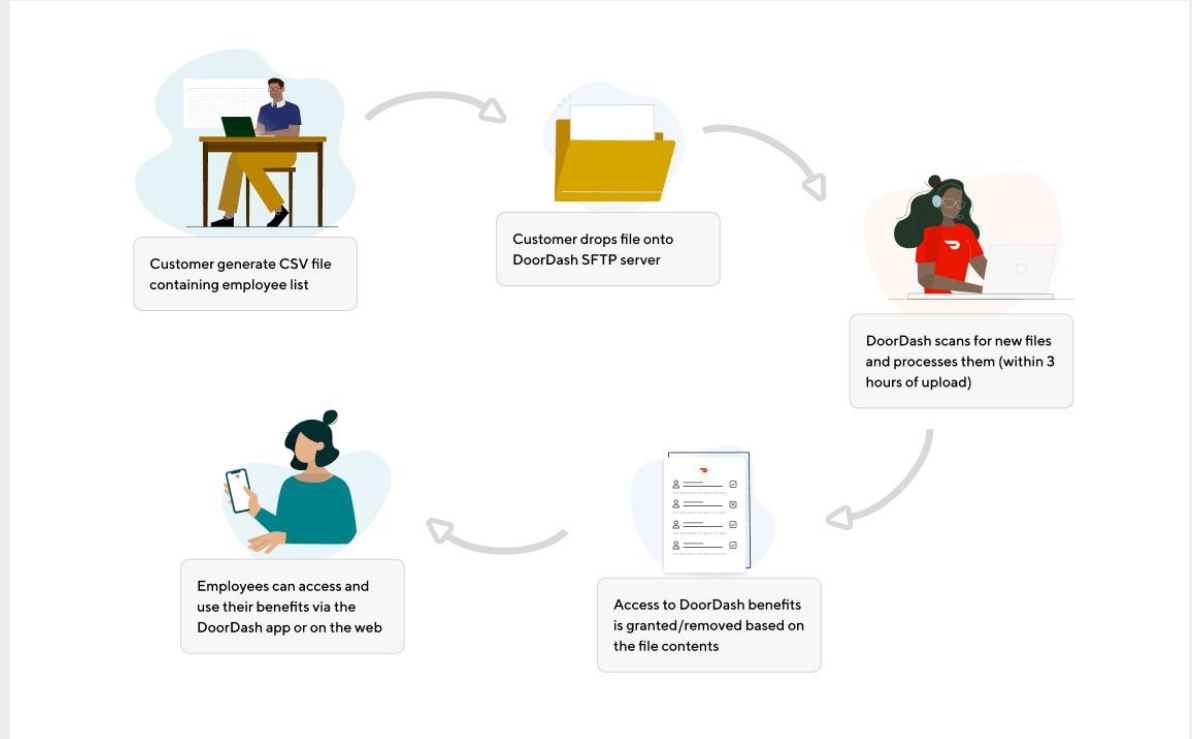
How it works

All employees can be managed via a single csv file.

Add new employees as a new row in the file, remove employees that are no longer active, and make any edits required to existing employees.

Once ready, upload the file to our SFTP server and it will be processed promptly. Once new employees are processed, they will be able to access benefits via the DoorDash app or on the web at www.doordash.com.

****FILE SHOULD CONTAIN ALL ACTIVE EMPLOYEES, NOT JUST NEW/REMOVED**





| Column | Required? | Notes |
|------------------------------|-----------|--|
| Email (EMAIL) | Required | |
| Teams (TEAM_ACCOUNT_NAME) | Required | Specify team_account_name to map employee to. |
| Employee ID (EMPLOYEE_ID) | Optional | If you want to be able to identify DoorDash accounts via an internal employee ID, you can specify here |
| First Name (FIRST_NAME) | Optional | |
| Last Name (LAST_NAME) | Optional | |
| Groups (GROUP_NAMES) | Optional | Add to group, remove from group (if group not listed); can be separate rows or separated by “;” |

MANAGING EMPLOYEES USING SFTP

File format

The file needs to be a comma-delimited CSV file. There are no requirements on file naming - all CSV files dropped onto the SFTP server will be processed.

The only information we need to get started is an email address for each employee. If you need to give different DoorDash benefits to different teams of employees, multiple teams can be managed via a single file.



Sample CSV

| EMAIL | FIRST_NAME | LAST_NAME | PHONE_NUMBER | TEAM_ACCOUNT_NAME | EMPLOYEE_ID | GROUP_NAMES |
|---------------------------|------------|-----------|--------------|-------------------|-------------|-----------------------------|
| first.last@doordash.com | John | Smith | | Chicago Team | | Monday Lunch; Tuesday Lunch |
| first2.last2@doordash.com | | | | Chicago Team | | |
| first3.last3@doordash.com | Jane | Doe | | NYC Team | | Monday Lunch |



FAQs

HOW FAST ARE FILES PROCESSED?

Files are processed within 3 hours of being uploaded.

IS THERE A LIMIT ON THE NUMBER OF EMPLOYEES?

There is no limit to the number of employees that can be managed via this mechanism.

HOW DO I DELETE ALL GROUPS?

Contact your AM who will give instructions on how to do this in bulk

HOW CAN I GET HELP?

Reach out to the DoorDash for Business team at:
Email: Business-support@doordash.com
Phone: 855.830.5429

Next Steps:

1. Generate a pair of SSH keys
 - a. An ssh rsa key needs to be generated. (public + private) and the public key needs to be sent to us.
 - b. An example of how this key pair can be generated:
`ssh-keygen -t rsa -b 4096 [optional -C <some generic cx email>]`
2. Share public key with DoorDash
3. DoorDash engineering team will set up customer directory
4. After you receive confirmation that the customer directory has been setup, you will be able to access their directory on the SFTP server
 - a. Can access via key based authentication with the following information
User name: <customer name>
Private key: <your private key>
Host: s-ebb872a7eb7445bfa.server.transfer.us-west-2.amazonaws.com
Port number: 22
5. Review file formats, prepare file and upload to the SFTP server



Q&A



