for Business

DOORDASH FOR BUSINESS ADMIN CHECKLIST

PRE-LAUNCH

ADMIN CHECKLIST

ONE WEEK BEFORE LAUNCH

- [ ] Finalize Program Launch Date with your DoorDash Sales Representative **Create DoorDash account** using your work email address

- [ ] Review and align on Internal Communication Plan

- [ ] Review Admin Launch Guide

- [ ] Allow-list DoorDash IP addresses with your IT department

- [ ] If you have a central IP address, share your IP organization's IP addresses and hostname for allowlisting to DoorDash

- [ ] Bookmark **Help Center Resource** website

- [ ] Bookmark **VIP Support** contact information

- [ ] Submit Eligible Employee lists to sales rep, groups, and budgets to be ready at the time of launch *(If applicable)*

- [ ] Set up internal admin training to review benefits, how to use admin portal *(If applicable)*

- [ ] Add DoorDash benefit collateral to any internal employee portals. Examples are
  - [ ] Meal Benefit One-pagers
  - [ ] Print posters to hang around the office
  - [ ] Employee website
  - [ ] Benefits portal
  - [ ] Employee Newsletter
  - [ ] Open enrollment information

COMMUNICATION CHECKLIST

☐ **Email to Admins to prepare them for managing the Admin portal and launch day** **(Template 1)**

    ☐ Let them know they will receive an email from DoorDash once added as an Admin in the DoorDash for Business Admin Portal

    ☐ Encourage admins to review Admin Guide to set up their Admin Portal

☐ **Admin email to employees preparing for Launch Day** **(Template 2)**

    ☐ Include a screenshot of the benefits

    ☐ Let them know to look out for an email from leadership on Launch Day

    ☐ Users can enroll in benefits via the email DoorDash sends them on Launch Day

1

ADMINS TO ADMINS

[Company] has partnered with DoorDash for Business!

You will be a DoorDash Admin overseeing employee DoorDash for Business benefits.

We'll be launching the DoorDash program on [date].

Please see the [Admin Checklist] for additional details on how to set up your admin portal or attend one of our live training webinars.

2

ADMINS TO EMPLOYEES

We are so excited to announce that we have partnered with DoorDash for Business to offer meal benefits to our teams. You will have access to DoorDash [products and budgets], covered by [Company].

These meal budgets can be applied towards your DoorDash food delivery service, while receiving unlimited free delivery and reduced services fees, covered by [Company].

Be on the lookout for your "Join Now" email to get signed up.

IP ADDRESSES AND HOSTS

Please work with your IT department to allowlist the following **IP addresses and hosts**. Doing so ahead of your launch date will ensure that all necessary launch emails are not blocked by internal security protocols such as firewalls.

IP Address	Host
192.174.89.73	mta-174-89-73.doordash.sparkpostmail.com
192.174.89.74	mta-174-89-74.doordash.sparkpostmail.com
156.70.2.41	mta-70-2-41.doordash.sparkpostmail.com
156.70.2.44	mta-70-2-44.doordash.sparkpostmail.com
156.70.2.40	mta-70-2-40.doordash.sparkpostmail.com
156.70.63.205	mta-70-63-205.doordash.sparkpostmail.com
156.70.63.209	mta-70-63-209.doordash.sparkpostmail.com
156.70.63.223	mta-70-63-223.doordash.sparkpostmail.com
156.70.2.39	mta-70-2-39.doordash.sparkpostmail.com
156.70.63.224	mta-70-63-224.doordash.sparkpostmail.com
192.174.89.241	mta-174-89-241.doordash.sparkpostmail.com
156.70.63.222	mta-70-63-222.doordash.sparkpostmail.com
156.70.2.42	mta-70-2-42.doordash.sparkpostmail.com
156.70.63.130	mta-70-63-130.doordash.sparkpostmail.com
156.70.63.228	mta-70-63-228.doordash.sparkpostmail.com
156.70.53.142	mta-70-53-142.doordash.sparkpostmail.com
156.70.63.230	mta-70-63-230.doordash.sparkpostmail.com
156.70.63.229	mta-70-63-229.doordash.sparkpostmail.com
156.70.63.203	mta-70-63-203.doordash.sparkpostmail.com
156.70.23.5	mta-70-23-5.doordash.sparkpostmail.com
156.70.3.62	mta-70-3-62.doordash.sparkpostmail.com
156.70.63.226	mta-70-63-226.doordash.sparkpostmail.com
192.174.89.71	mta-174-89-71.doordash.sparkpostmail.com
192.174.82.188	mta-174-82-188.doordash.sparkpostmail.com
192.174.89.72	mta-174-89-72.doordash.sparkpostmail.com
156.70.12.124	mta-70-12-124.doordash.sparkpostmail.com
156.70.63.206	mta-70-63-206.doordash.sparkpostmail.com
156.70.2.43	mta-70-2-43.doordash.sparkpostmail.com
156.70.63.193	mta-70-63-193.doordash.sparkpostmail.com
156.70.63.134	mta-70-63-134.doordash.sparkpostmail.com
156.70.2.45	mta-70-2-45.doordash.sparkpostmail.com
156.70.63.231	mta-70-63-231.doordash.sparkpostmail.com
147.253.212.143	mta-253-212-143.doordash.sparkpostmail.com
156.70.63.108	mta-70-63-108.doordash.sparkpostmail.com
156.70.3.166	mta-70-3-166.doordash.sparkpostmail.com
156.70.2.48	mta-70-2-48.doordash.sparkpostmail.com
192.174.89.78	mta-174-89-78.doordash.sparkpostmail.com
192.174.82.249	mta-174-82-249.doordash.sparkpostmail.com
156.70.72.94	mta-70-72-94.doordash.sparkpostmail.com
192.174.89.75	mta-174-89-75.doordash.sparkpostmail.com
156.70.72.91	mta-70-72-91.doordash.sparkpostmail.com
192.174.89.77	mta-174-89-77.doordash.sparkpostmail.com
156.70.72.77	mta-70-72-77.doordash.sparkpostmail.com
156.70.72.89	mta-70-72-89.doordash.sparkpostmail.com
156.70.63.225	mta-70-63-225.doordash.sparkpostmail.com
156.70.2.47	mta-70-2-47.doordash.sparkpostmail.com
156.70.72.93	mta-70-72-93.doordash.sparkpostmail.com
156.70.63.227	mta-70-63-227.doordash.sparkpostmail.com
156.70.2.46	mta-70-2-46.doordash.sparkpostmail.com
192.174.89.76	mta-174-89-76.doordash.sparkpostmail.com
167.89.42.110	N/A
168.245.8.0	N/A
50.31.52.210	N/A
N/A	consumer.mail.doordash.com
N/A	send.doordash.com
N/A	em1317.identity.doordash.com
N/A	em7504.trycaviar.com
N/A	em4260.trycaviar.com