Admin Checklist (Pre-Launch)

1 week before launch: Tasks and next steps to prepare for a successful 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
- [ ] *(If applicable)* 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
- [ ] 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

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Communication Checklist (Pre-Launch)

1 week before launch: Communication Checklist

- ☐ Email to Admins to prepare them for managing the Admin portal and launch day (see 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 (see 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

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 Addresses	Corresponding Hosts
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

IP Addresses	Corresponding Hosts
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

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Communication Templates (Pre-Launch)

Template 1: "We have partnered with DoorDash for Business!"

Audience: Admins sending to Admins

[CUSTOMER] 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 guide below for additional details on how to set up your admin portal or attend one of our live training webinars.

[Admin Checklist]

Template 2: "We have partnered with DoorDash for Business!"

Audience: Admins sending to Eligible Employees

COMING SOON! We are so excited to announce that we have partnered with DoorDash for Business to offer meal solutions and benefits to our teams. You will have access to DoorDash [PRODUCTS & BUDGETS], covered by [CUSTOMER]. These meal budgets can be applied towards your DoorDash food delivery service, while receiving unlimited free delivery and reduced services fees from DoorDash, covered by [CUSTOMER].

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