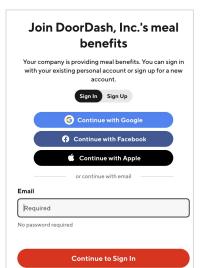


GET STARTED EMPLOYEE GUIDE: MEALS





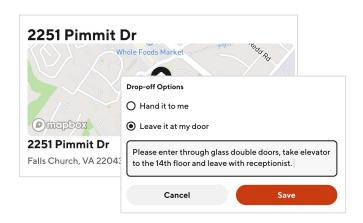




Step 1:

Accept your DoorDash for Business benefits

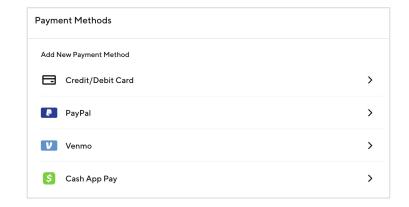
- You should receive an invite to enroll in your DoorDash for Business benefits via email.
- *If this invitation email is lost, visit <u>www.doordash.com/teams/join</u> to resend the invite.
- Select Accept Invitation.



Step 2:

Join your Company's DoorDash for Business Team and activate benefits

- Based on your company's configured setup, you can either sign in using an existing account with your personal email or sign up for a DoorDash account using a work email address.
- Once signed in, your benefits will be activated and you can view your available benefits.



Step 3:

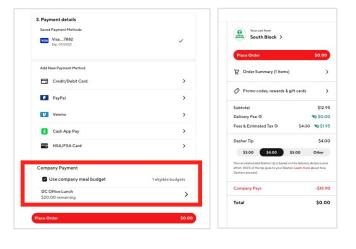
Add your desired delivery address and delivery instructions to your account

Select the address field in the top right corner.

Step 4:

Provide a Credit Card on file, to only be used *IF* you spend more than your allocated meal budget amount

- Select Account on the left hand side and then Payment.
- Select Add New Payment Method.



Step 5:

Place an order with a meal budget*

- Select a restaurant.
- Add desired meal items to the cart.
- Once you have added all desired meal items to the cart, select Checkout.
- At the Checkout page, review your order, delivery address and ensure to provide delivery instructions.
- Select your applicable Meal Budget under Company Payment.
- When ready, select Place Order.

Don't see your Expensed Meal Budget at Checkout?

Confirm there are no restrictions in place on the budget (i.e., address or a set date and/or time a meal can be delivered). Some budgets do not allow for alcohol or convenience/grocery delivery based on provisioning.