



DOORDASH for Business

Benefits Guide For Employees

Making the most of your
organization's DoorDash budget

 DOORDASH for Business

Admin Portal Member Guide

Below are steps to follow to sign up and begin ordering.

Welcome to DoorDash for Business! You have been allotted a budget in the DoorDash Admin Portal, which means you can order from restaurants and other merchants using the budget you have been provided.

Step One: Joining Your Organization's Admin Portal

1

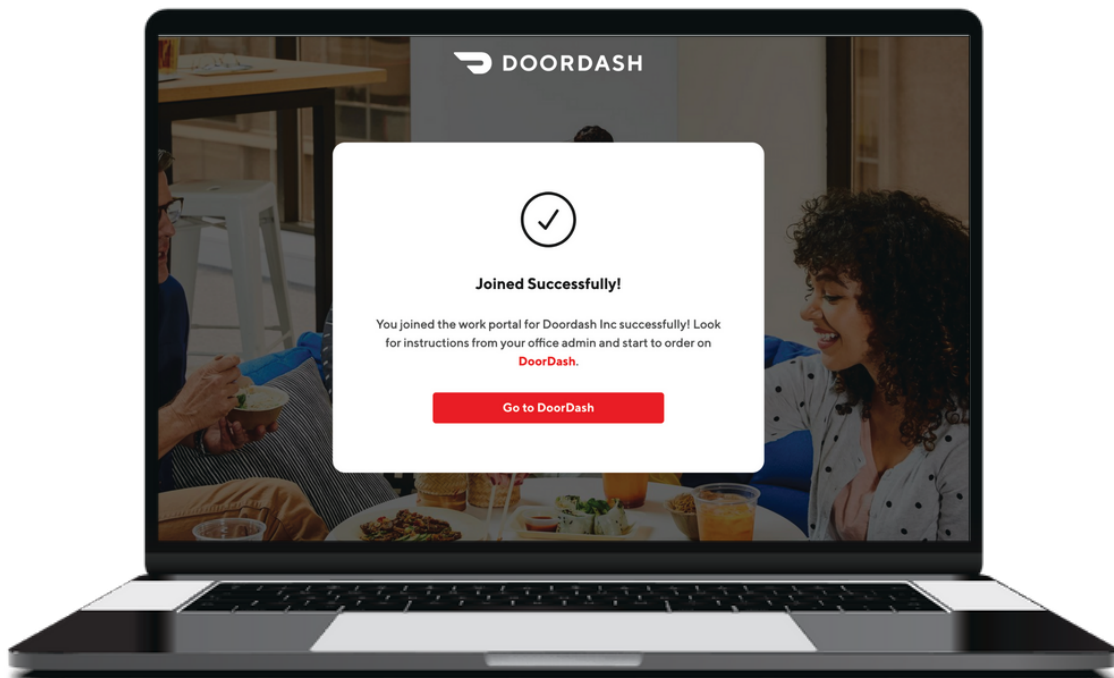
Create a DoorDash account using the email associated with your organization.

2

Once invited by your admin, you will receive an invite email from DoorDash.

3

Select 'Join' via the email to join your company's Admin Portal.



Admin Portal Member Guide



Step Two: Placing a DoorDash Order with Your Budget

1

Choose a restaurant or other merchant.

2

Look for the “expensed meals benefit” banner at the top of the page.

3

Click “Learn More” to see the days/times at which your budget is available.

A screenshot of the DoorDash mobile app interface. At the top, there's a navigation bar with "ASAP to 4240 Duncan Ave", the DoorDash logo, a search bar, and a shopping cart icon. Below the navigation bar, a banner reads "Your expensed meal benefit could apply to this meal. Restrictions apply" with a "Learn More" button. The main content area shows a restaurant card for "First Watch" with a breakfast meal image. A modal window titled "Budget & Restrictions" is overlaid on the screen, listing three budget categories: "Holiday Party - \$25.00" (Fri 10:00 AM-4:00 PM), "Weekday Lunches - \$15.00" (Tue, Thu 11:00 AM-1:00 PM), and "Tuesday Breakfast - \$25.00" (Tue 7:30 AM-11:30 PM). The modal also shows the address for the Tuesday breakfast as "1 Market St, San Francisco, CA 94105, USA" and an "Ok" button at the bottom right. In the background, a "Your cart is empty" message is visible.

That's it! Place orders on your desktop between the days/hours set by your admin. You'll see your budget applied at the checkout screen.

Note: If you wish to place an order in advance, you must ensure that your delivery time falls within the window of your budget. If it falls outside, then the budget will not apply.

Frequently Asked Questions



Q. What if I want to order something more expensive than my budget allows?

A. You can cover any extras using your personal credit card.

Q. Can I place an order on mobile?

A. No, Admin Portal is not yet available on mobile.

Q. How can I make the most of this benefit?

A. You can use your budget for grocery, convenience, meals, and non-alcoholic drink at work.

Who do I contact if I need support?

Live issues: 855-830-5429

Support Email: business-support@doordash.com

Email support may take up to 24 hours. For live order issues, please use the phone number above.