

Step-by-Step Guide: Activating Your Expensed Meals Budget

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How to Activate

Once an admin has added an employee to the Portal, the employee will be sent an email with a link to join and activate their employee benefits. In the email, the employee will need to select 'Join' in order to activate their benefits.

If an employee did not receive an email to activate their benefits, please have the employee follow the steps below:

1. Create a DoorDash account using your work email address and join your team at www.doordash.com/teams/join.
2. Once signed in, a message will appear confirming that you would like to join your company's Portal and activate your benefits.
3. Select 'Join' to activate your benefits.

Once benefits are activated by the employee, they are immediately available for use.

Note: You'll need a valid credit card attached to your account. Make sure that this has been attached to your account prior to signing up for DashPass. If you do not have a valid payment method, click on the menu button at the top left of the page. Scroll down to the 'Payment' section and input a valid credit card.

Which Email Address Do I Use?

Your Expensed Meals benefit is associated with the email on what your organization communicates/instructs you to use. That may be a corporate email address or a personal email address. Be sure to pay close attention to this as only that email will be eligible to enroll.

If you already have an existing DoorDash account, please create a new account using the email address associated as you will not be able to transfer your eligibility in any way.

Contact Us

For further assistance, please reach out to your DoorDash representative, or email us at business-support@doordash.com. For time-sensitive issues, call (855) 830-5429.