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DoorDash Drive Marketplace Installation Guide

March 4, 2025 at 8:23 AM · Updated

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Description: Please follow the steps below to install the DoorDash Drive Marketplace integration.

Note: To find out more about Marketplace Integrations, please refer to [Marketplace Overview](#) Zendesk article.

SkyTab Online Requirement

The DoorDash Drive application works in conjunction with the SkyTab Online application, also located within Shift4 Marketplace. Please ensure that you have installed the SkyTab Online application prior to installing DoorDash Drive.

Software Availability and Requirements

In order to integrate with DoorDash Drive, be sure your POS system and software match the minimum requirements.

POS Software	Available?	POS Minimum Version	*Connection Agent Minimum Version
SkyTab POS	Y	1.46.0	Not Applicable
Harbortouch Hospitality	Y	3.7.5.4888	2.28.8
FuturePOS	Y	6.0.7.25	2.6.0
POSitouch	Y	6.41	2.6.0
Restaurant Manager	Y	20	2.6.0

Note: Harbortouch Hospitality, POSitouch, Future POS, and Restaurant Manager POS systems use a software program to manage all communication and data syncs between your POS system and Lighthouse Business Manager. For assistance or more information, please contact the Shift4 Support team.

Installing the DoorDash Drive Marketplace Application

1. Log in to Lighthouse Business Manager.
2. Select **Marketplace** from the left navigation bar, then select **DoorDash Drive**. Select **View details** to access the DoorDash Drive application page.



DoorDash Drive

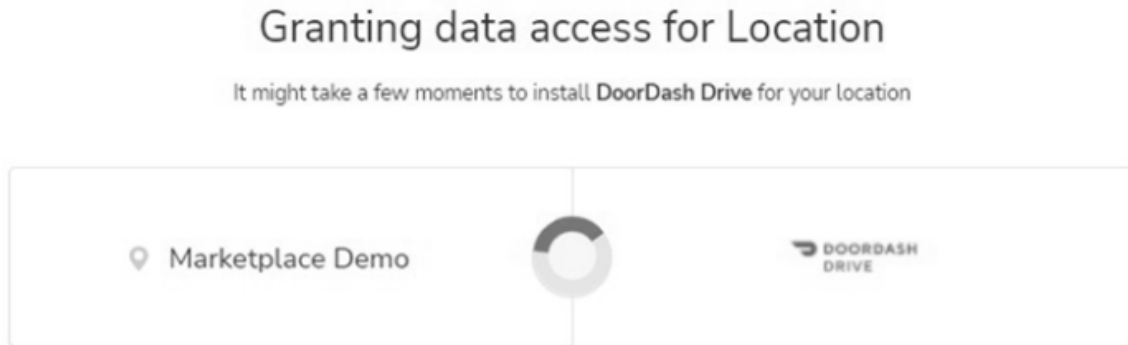
With DoorDash Drive you can offer your own delivery service and let DoorDash do the driving!

[View details](#)

3. Select **Install**.

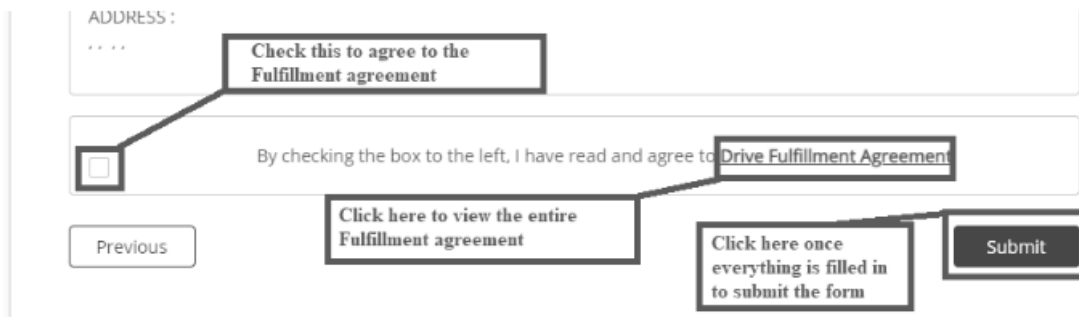
Note: If the application prompts you to “**Request POS Upgrade**” you must select that and follow the prompts to arrange for a software update before you can continue with the installation.

4. Select **Allow** to continue the installation. This will allow DoorDash Drive to access your Marketplace location.



DoorDash Drive Signup Form

1. Next, you are presented with a screen to sign up for a DoorDash Drive account. Select the **DoorDash Drive Signup Form** to begin this process.
2. You can now fill out the sign-up form. There are four main pages (steps) to complete. Select **Next** at the bottom of the screen to navigate to each form page.
3. On the fourth page, entitled Step 4: Terms & Conditions, there is a checkbox that needs to be checked to continue. Once that is done, press **Submit** to finish the form.



4. After that has been done, you will be directed to this page, showing you that the form was submitted. You can simply close this page and return to the DoorDash Drive Marketplace page.



Form submitted successfully

[Click here to fill another form](#)

DoorDash Drive Account Activation

1. After returning to the DoorDash DriveMarketplace page, press "**Activate Account**" to start the activation process. DoorDash will now activate your account, which can take up to 30 minutes to complete.

The screenshot shows the DoorDash Drive account activation setup page. On the left is a sidebar with navigation options: "Back to Lighthouse", "DARIUS M TEST 0021807783", "Marketplace", "My Apps", and "DoorDash Drive" (highlighted). The main content area is titled "DoorDash Drive" and features a progress indicator with three steps: 1. Sign Up for DoorDash Drive Account, 2. Activate, and 3. Configure. Step 1 includes instructions to fill out a form and activate the account. A button labeled "DoorDash Drive Signup Form" is shown, and a callout box points to an "Activate account" button on the page.

Back to Lighthouse Complete the setup process below to enable DoorD

DARIUS M TEST
0021807783

Marketplace
My Apps
DoorDash Drive

DoorDash Drive

- 1 Sign Up for DoorDash Drive Account**
Fill out the DoorDash Drive signup form, which will open in a new window.
[DoorDash Drive Signup Form](#)
Once form is completed please press on "Activate account".
[Activate account](#) [Click here to Activate the account](#)
- 2 Activate**
- 3 Configure**

DoorDash Drive

1 **Sign Up for DoorDash Drive Account**

2 **Waiting for Activation (15-30 min)**
Thank you for signing up. We are waiting for DoorDash to activate your account. This can take 15-30 minutes. We'll email you when activation is complete, or you can check back here.
[Restart DoorDash Drive Signup](#)

3 **Configure**

Important: If, after 30 minutes, the account still has not been activated, reach out to Shift4 Support for assistance.

2. After waiting for the activation to complete, returning to the DoorDash Drive application within Marketplace will show you a different screen. A green check mark will indicate that the activation is successful and the app is installed correctly. You can also leave a phone number for couriers to call along with instructions.

Note: There is also a link to documentation for SkyTab Online setup on the screen.

DoorDash Drive

Example MID

DOORDASH DRIVE

Settings

1 Your DoorDash Drive account is set up and ready to use. Follow the guides below.
1. Set up your SkyTab Online

2 Note: DoorDash Drive does not support cash as payment type.
DoorDash Drive fees are billed to the restaurant. They are not automatically included in SkyTab Online orders. You need to manually set up a Delivery Surcharge if you want your customers to pay some/all of the fees.

Location: **Example_MID**
External Business Name: **Example_MID_002111111**

Phone: Delivery driver pick-up phone
Pick-up instructions: Delivery driver pick-up instructions

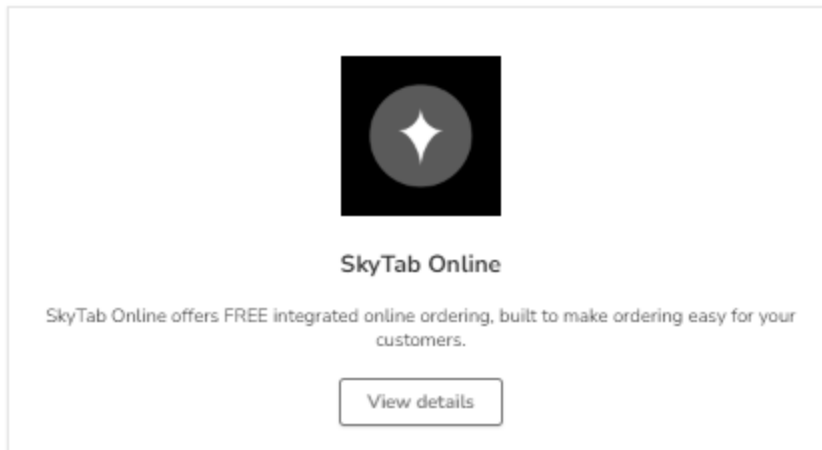
[Link to Skytab Online setup with DoorDash Drive delivery.](#)

The green checkmark indicates that the account has been activated.

Enter the phone number couriers should use to call the business.
Enter pick-up instructions for the courier.

SkyTab Online Configuration for DoorDash Drive Order and Delivery Settings

1. Next, you will need to configure your SkyTab Online application to use DoorDash Drive for delivery orders. If you haven't installed SkyTab Online from the list of Shift4 Marketplace applications, please do that next.



2. Once SkyTab Online is installed, navigate to the SkyTab Online application within Shift4's Marketplace and select the **Takeout/Delivery** tab at the top of the screen. Under Order Settings and Order Type, select one of the following options which allow for delivery orders to occur:

- Allow Takeout and Delivery Orders
- Allow Delivery Orders Only

Note: You can disable delivery orders at any time by changing the option to Allow Takeout Orders Only.

Order Settings

Allow Special Requests

Preparation Time (min)	15
Order Type *	Allow Takeout and Delivery Orders
<input type="checkbox"/> Restrict number of orders	Allow Takeout Orders Only
<input type="checkbox"/> Enter the number of orders Once your maximum time.	Allow Delivery Orders Only
	Allow Takeout and Delivery Orders
Online Order Surcharge Name	Online Order Surcharge
Type	Flat (\$) Amount e.g. 5.00
Online Order Surcharge Tax	None

3. Under Delivery Settings, do the following:

- **Use DoorDash Drive Delivery:** Check this box to enable DoorDash Drive.
Note: You can disable the DoorDash Drive application at any time by unchecking this box.
- **Delivery Surcharge:** Enter an amount you want to pass on to the customer for delivery orders. DoorDash delivery fees are billed directly to the restaurant. If you wish the customer to pay for some or all of the fees, this option needs to be manually set. This setting is optional and can be left blank if desired.

Delivery Settings

Use DoorDash Drive Delivery

Check this box to use DoorDash Drive for Delivery

Note: DoorDash Drive does not support cash as payment type. DoorDash Drive fees are billed to the restaurant. They are not automatically included in SkyTab Online orders. You need to manually set up a Delivery Surcharge if you want your customers to pay some/all of the fees.

Delivery Surcharge Name	Delivery Surcharge		
Type	Flat (\$)	Amount	7
Delivery Surcharge Tax	Online Ordering 0 %		
Min Order Amount (\$)	e.g. 5.00		
Max Order Amount (\$)	e.g. 5.00		
Future Orders	2 Days Out		

Example: If set to 2 days, when a user is placing an order on Tuesday, they will be able to request their order as late as Thursday.

4. Select the **Save** button at the bottom of the screen when you are done.

Delivery Surcharge Name	Delivery Surcharge		
Type	Flat (\$)	Amount	6
Delivery Surcharge Tax	Online Ordering 0 %		
Min Order Amount (\$)	e.g. 5.00		
Max Order Amount (\$)	e.g. 5.00		
Future Orders	2 Days Out		

Example: If set to 2 days, when a user is placing an order on Tuesday, they will be able to request their order as late as Thursday.

Save

Press here when you are finished

Need Help With Your DoorDash Drive Account?

If you need assistance with your account (i.e., making sure data is being pulled in correctly) or are just looking for general account information, please contact DoorDash Drive at help.doordash.com.

For more information, visit the DoorDash website.

Comments

0 comments

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Provide Feedback

Would you like to contact us?

Support Page

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