

GRUBHUB

Hi Everyone,

We are pleased to announce we have established a Grubhub Corporate Account for “Women in Leadership” virtual lunch attendees. You have been granted access to a \$25 Meal Credit to use for lunch on Thursday.

You should have received a **registration email** from Grubhub. Please click on the link to register your user access.

Grubhub Corporate Account Next Steps:

- After receiving the Grubhub registration email, please register your account using the email address where The Murdock Trust has sent correspondence.
- When you are ready to place your order using your \$25 Meal Credit, click on the word “Apply” on the notification box from the home screen or at checkout.
- You will receive an email once your order is confirmed and be able to track the delivery of your order.
- Please see below for step-by-step instructions on how to place an order.

If you have any questions about Grubhub or a specific order, please contact Care on the Live Chat feature at <https://www.grubhub.com/help/contact-us>, or Kirsten Bladek (kbladek@grubhub.com, 720-308-8265).

Best,

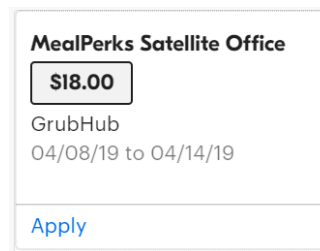
The MJ Murdock Trust

INSTRUCTIONS:

Step 1: Sign in with your e-mail address.

Step 2: From the home screen, locate the “Apply” link in the notification box to place an order using your line of credit. If you do not apply the budget here, it will also show up at checkout.

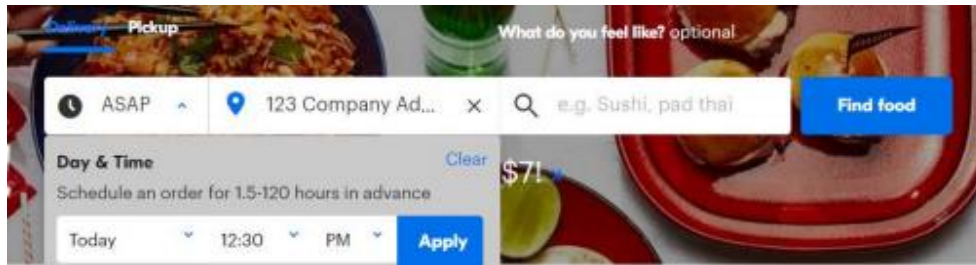
- Enter in your address and select a delivery date and time.
- If you know what cuisine you are in the mood for, or where you plan on ordering from, enter the name in the search field.
- By clicking the search button, all restaurants that are open and fit your criteria will be available for ordering.



Step 3: To queue an order for delivery for a future date, locate the ASAP button, and use the drop down to adjust the details to your desired date and time.

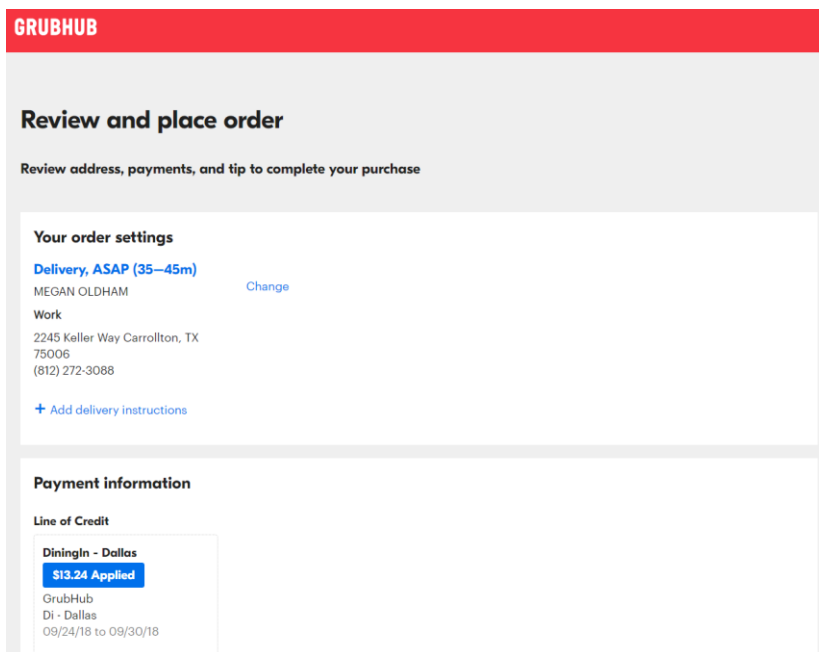
- If you queue up an order in advance, you will have the ability to cancel before it is sent to the restaurant

GRUBHUB



Step 4: After selecting your items, you will be directed to a contact page before checkout. You will have the ability to input a phone number and delivery instruction that will save to your account for future orders.

Step 5: If you did not click on the "Apply" link on the first page you can at checkout.



Step 6: Order complete? Click **Place your order**

