PAN Foundation

HOW TO:

APPLY FOR A FUND FROM THE WAIT LIST

IF YOU ARE ALREADY ON THE WAIT LIST

The Patient Access Network (PAN) Foundation created this easy-to-use guide that shows you how to apply for the fund from the wait list. Disease funds open and close based on funding. If you have signed up for a Disease Fund Wait List and the fund opens to the wait list, you can apply for the fund.

Your place on the wait list does not guarantee assistance. Assistance is awarded to eligible applicants on a first-come, first-served basis, and is subject to each fund's criteria.
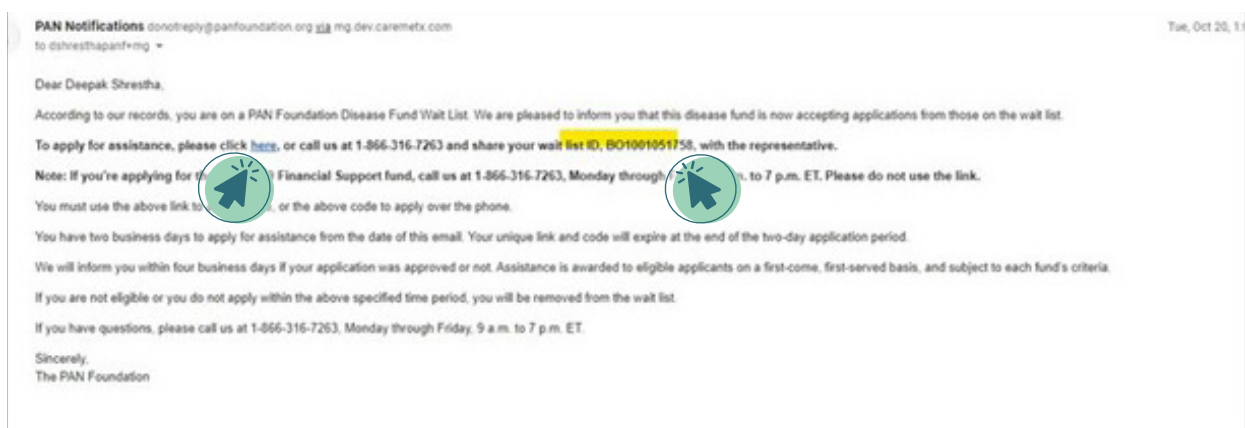
Please note: Patient Portal access is only available on a desktop or laptop computer. The portals are not accessible on a mobile phone or tablet.

1 Once the fund opens to the wait list, you will receive an email alerting you to apply.

The email you receive contains a unique wait list ID that is only valid for two business days. Please make sure to apply within 48 hours from the time you receive the email. If you do not apply within 48 hours, you will have to sign up for the Disease Fund Wait List again.
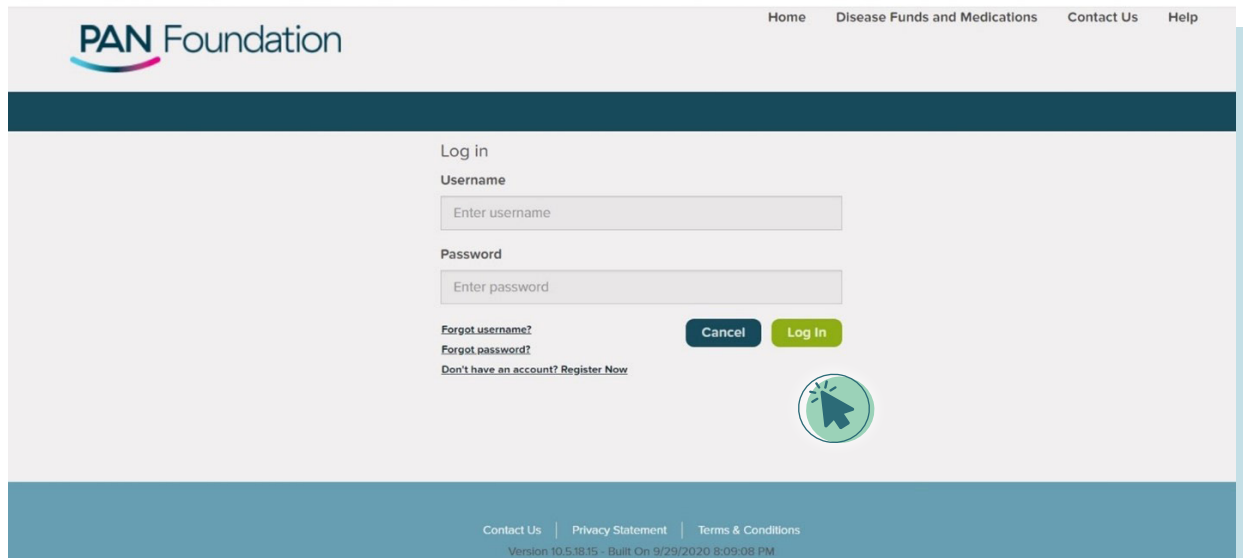
In the email, click on the please **click here link**. This is a unique URL for applying for the fund. Please note that you will need your wait list ID from the email to complete the process.
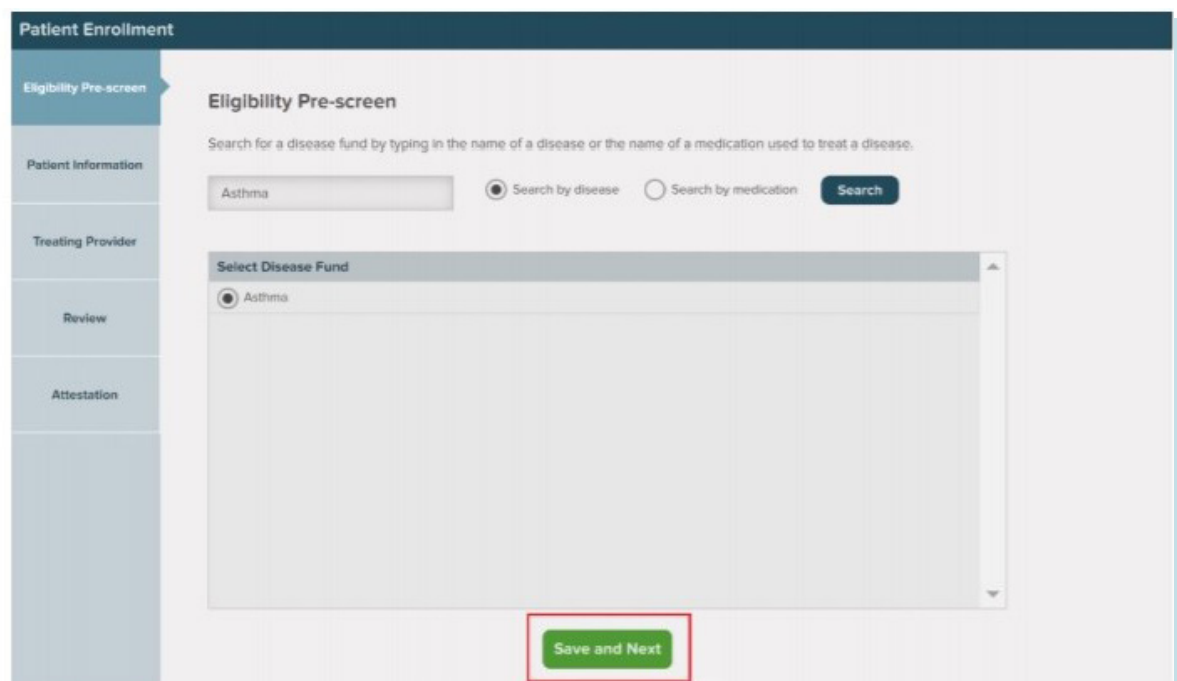
2 The link will direct you to a log in page. Enter your email address in the Username box and your password in the Password box. Then click the green **Log In button**.

If you don't have an account, click the **Register Now button**. If you need assistance, please review our **How To Create An Account guide**.

3 You will be directed to the Eligibility Pre-screen page, which will already include the specific disease fund for which you are waitlisted. Click the green **Save and Next button** at the bottom of the page.

4 On the Pre-Screen Eligibility: Wait List ID page, type in your unique **wait list ID** from the email you received. Then click on the green **Validate button**. This step verifies you are on the wait list. Then you can proceed with your application for the disease fund.

5 Once you have submitted your application for the disease fund, you will see a confirmation message, Application Submitted Successfully.

Within 72 hours, you will receive an email noting whether your application is approved or not.

If you are approved, you can start using the grant right away.

If you meet the fund's eligibility requirements but are not awarded a grant due to it not having sufficient funds, you will remain on the wait list.

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