HOW TO:
SIGN UP FOR A WAIT LIST
If the assistance fund is closed
The Patient Access Network (PAN) Foundation created this easy-to-use guide that shows you how to sign up for the wait list. Disease funds open and close based on funding. If the fund is currently closed, you can still sign up for the wait list and get notified when the fund opens for applicants.

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.

Do you have a Patient Portal account? There are two ways to sign up for the wait list from the Patient Portal.

- **Click here** to sign up from the Disease Funds and Medications tab.
- **Click here** to sign up by starting an application.

Don’t have a Patient Portal account?
- **Click here** to sign up for the wait list on panfoundation.org.

Option one, if you have a Patient Portal account

Access the Patient Portal through [panapply.org](http://panapply.org) and click **LOG IN**.
On the 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.

OR you can log in directly to the Patient Portal link at panapply.org/Account/Login. Both ways will take you to the Log in page. (We recommend bookmarking this link in your favorite internet browser.)
Once logged in, you'll see your unique Grant Summary page, which includes information about you and your grants. On the top of the page, next to Home, click on Disease Funds and Medications.

The Disease Funds and Medications page lists all funds by Disease Fund Name, the fund's Status, and the Action permitted with the fund. Search for the disease fund that applies to you. You can do this in one of three ways:

1. Type in the disease name in the Type or Choose a Disease Fund box, making sure the Search by Disease bubble is selected, and click Search.
2. Or type in the medication name in the Type or Choose a Disease Fund box, making sure the Search by Medication bubble is selected, and click Search.
3. Or scroll down the list using the first gray bar to the right of the Action list.

Once you have found the applicable disease fund or medication, click on the blue Enroll to Wait List button.
Sign up for the Disease Fund Wait List by completing the patient information form, including all fields with an asterisk (*). Because you are already logged in, some of your patient information may be filled in the form automatically. Make sure all information is correct.

**Please note:** You will receive an email notification when funding becomes available to patients on the wait list. This notice will be sent to the email listed here, as well as the email of your caregiver. Listing a caregiver is optional, but can be helpful to ensure you are able to apply for funding promptly.

Click the green **Submit button** to finish signing up.
This screen will appear after you have successfully signed up for the wait list. Please make note of your unique Wait List ID, which you will need to apply for assistance when the fund opens. (It will also be included in your email notification.)

You should also receive a confirmation email from donotreply=panfoundation.org@mg.panfoundation.org indicating you have been added to the Disease Fund Wait List.

Dear Jane Doe,

You have been successfully added to the Patient Access Network (PAN) Foundation’s Disease Fund Wait List.

You will receive an email at this address when assistance is available. At that time, if you still need assistance, you will have 2 business days to submit an application. Be sure to check your email account regularly so you don’t miss your opportunity to apply.

Please note: Your place on the wait list does not guarantee assistance. Assistance is awarded to eligible applicants on a first-come, first-served basis, and subject to each fund’s criteria.

If you have questions, please call us at 1-866-316-7263, Monday through Friday, 9 a.m. to 7 p.m. ET.

Thank you,
The PAN Foundation

Don’t have a portal account? Sign up for the Patient Portal today.

If the disease fund changes to a wait list status, you will receive further email communications to apply for the fund from the wait list.

Please note: 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.
Option two, if you have a Patient Portal account

Access the Patient Portal through panapply.org and click LOG IN

OR you can log in directly to the Patient Portal link at panapply.org/Account/LogIn.
Both ways will take you to the Log in page.
(We recommend bookmarking this link in your favorite internet browser.)
On the 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.

Once logged in, you'll see your unique Grant Summary page, which includes information about you and your grants. On the top right of the page, click Apply Now.
On the Eligibility Pre-screen page, search for the disease fund that applies to you. You can do this in one of three ways:

1. Type in the disease name in the Type or Choose a Disease Fund box, making sure the Search by Disease bubble is selected, and click Search.

2. Or type in the medication name in the Type or Choose a Disease Fund box, making sure the Search by Medication bubble is selected, and click Search.

3. Or scroll down the list using the first gray bar to the right of the Action list.

Select the disease fund that applies to you and click the green Save and Next button.
Once you've selected the disease fund, you'll see a list of covered medications. Select the applicable medication by clicking on the **green + sign**. The medication will appear in the Selected medication(s) box.

If you accidentally add a wrong medication, hit the **red – sign** to delete it. Click on the green **Save and Next button** at the bottom of the page.
To sign up for the Disease Fund Wait List, you must complete the patient information form, including all fields with an asterisk (*). Because you are already logged in, some of your patient information may be filled in the form automatically. Make sure all information is correct.

Make sure the **Yes bubble** is selected after Would you like to be added to the wait list?

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Click the green **Submit button** to finish signing up.
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Don’t have a Patient Portal account? Start here

1. Search for the disease fund that applies to you at panfoundation.org/find-disease-fund. Type either the disease or medication you use into the Search by Disease or Medication bar.

2. As you type, funds that match your search will appear. When you see the fund you’re looking for—which in this example is bladder cancer—click on it.
You can also scroll down to read and review the full list organized either by disease or medication. When you click on bladder cancer in this list, it will also take you to the disease fund page.

The PAN Foundation offers nearly 70 disease-specific assistance programs.

These assistance programs help patients pay for their out-of-pocket costs, such as deductibles, co-pays and coinsurance, travel expenses and health insurance premiums.

Please check this page regularly because a disease fund status can change.

The disease fund page will indicate that the fund is currently CLOSED, but patients can SIGN UP FOR THE WAIT LIST or FIND OTHER HELP. Click on the orange Sign up button.
Fill out all the information on the Sign up for this Disease Fund Wait List page. Select the I am a...**Patient** option.

Then, all items with an asterisk (*) must be filled out, including:

- First Name
- Last Name
- Social security number
- Date of birth in mm/dd/year format
- Email
- Confirm email
- Address
- City, State, ZIP Code, and Phone
If you have a caregiver and wish to provide their information, you can enter their email address under CAREGIVER EMAIL INFORMATION (OPTIONAL). When you have completed all the information on this page, click the orange **Sign Up** button.

Once you click **Sign Up**, you should see a confirmation page indicating You are signed up for this Disease Fund Wait List.
You should also receive a confirmation email from donotreply=panfoundation.org@mg.panfoundation.org indicating you have been added to the Disease Fund Wait List.

Dear Jane Doe,

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If you have questions, please call us at 1-866-316-7203, Monday through Friday, 8 a.m. to 7 p.m. ET.

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