

Healthcare Professionals: How to apply for additional funding or a renewal grant in the PAN portal

This guide walks healthcare professionals through how to apply for additional funding or apply for a renewal a grant or in the PAN portal.

- 1. First, navigate to the PAN portal at panapply.org, and log in to your existing account.**

If you don't have a portal account, please refer to our "How to create a portal account" guide on panfoundation.org/portal.

If you've forgotten your password, select 'Forgot your password?' to reset it. Once logged in, you can add a patient to a wait list two different ways.

- 2. Once logged in, go to the patient tab.**

Patients are listed in alphabetical order. You can search for a patient by scrolling, or use the search bar in the top lefthand corner to search by patient name, PAN ID number, or disease fund.

TIP: To view only patients eligible for renewals or additional funding, go to the top right corner of the patient list and select "Renewal available" or "Additional funding."

- 3. Once you've found the right patient, select "View/Edit Profile" under the actions tab on the right.**

On the next page, select the action tab on the patient's most recent grant and select "Apply for a renewal" or "Add funding." This will begin the renewal or additional funding application.

If you're not sure whether your patient should apply to renew their grant or for additional funding, review our website to learn more at panfoundation.org/grants.

- **Grant renewal:** Renewal grants are applicable to all types of PAN grants: copay, health insurance premium, and transportation. If the 12-month grant eligibility period has ended, or is about to end within 30 days, and your patient needs money for another 12 months, you can apply to renew the grant on behalf of a patient if the disease fund is open. If a renewal grant is approved, a new 12-month eligibility period begins.
- **Additional funding:** Additional funding is only applicable to copay and health insurance premium grants. If your patient's current PAN grant balance is \$0 but they need more money to pay for medication before their eligibility period ends, you can apply for additional funding for your patient if the fund is open. If approved, your patient will be able to use the additional funds during the rest of their eligibility period.

4. To apply to renew a patient's grant, under "Options available" click "Apply for a renewal" and then "Continue" on the pop-up screen.

- a. Review the current patient information to confirm if it's still accurate. If you need to update anything, click "Edit section" in the appropriate section then click "save."
- b. Check the box after each section to confirm that the information is accurate, then click "Next."

TIP: Please ensure all fields have the required information. Otherwise, you will not be able to continue.

- c. Finally, review the attestation carefully and check the box to confirm if you agree. Then click "Submit & next."

d. You will find out right away if your application was successful.

5. To apply for additional funding for your patient, under “Options available” select “Add funding” and then “Continue.”

a. Review the Additional Funding screen then select “Continue.”

b. You’ll find out right away if your patient was approved for additional funding.

To learn more about PAN’s disease fund wait lists, you can check out our website:
panfoundation.org/grants.