PATIENT GUIDE

How to apply for a grant in the PAN portal

This guide walks you through how to apply for a new grant in the PAN Foundation portal.

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

   If you've forgotten your password, select "Forgot your password?" to reset it. If you need to create a portal account, refer to our "How to create a portal account guide".

2. **Once logged in, go to the grants tab.**

   Select the "New grant" button in the top, right-hand corner.

3. **Next, read through the eligibility criteria and enrollment checklist.**

   Once you've reviewed this information and are ready to check your eligibility, select "Next."

4. **Next, you can search by either your disease or your medication to find the disease fund you'd like to apply for.**

   a. If the disease fund is open, it will say "Open" next to the disease fund name in the search bar.

      If the fund is open, select the disease fund you're interested in and then select next.

   b. If the fund is closed, you can still sign up for the wait list. To learn how to join the disease fund wait list, you can go to our website at panfoundation.org.

5. **On the next screen, click the plus sign next to any medications you're taking for this specific disease.**

   Then click "Next."

6. **Next, confirm that the medications you picked are accurate.**

   If you've missed any medications or something does not look right, you can select the minus sign next to any medication you'd like to remove or select "Add another medication" to add a new medication.

   Confirm the disease fund and medications are correct, then select "Yes, begin application."

7. **During the next few steps, you'll fill out the eligibility pre-screen to determine if you are eligible for assistance.**

   This will include providing information about where you live, your insurance, your household, and travel needs.

   As you answer each question, select "Save and next" to move to the following screen.

8. **Once you've completed the eligibility pre-screen, please review the application checklist and make sure you have all the information you'll need to complete the application.**

   Then, click "Next."

9. **Review and confirm your contact information is correct, including your email address and phone number, and make any changes as needed.**

   Once your contact information is accurate, select "Next."

10. **To finish applying for your grant, over the next few screens you'll need to review and confirm your existing information including name, date of birth, demographics, social security number, address, and communication preference. If any information is no longer accurate you can edit it on screen.**

   Once you've completed each field, select "Next" to continue moving forward.

Note: PAN does not use your demographic information to determine eligibility, except for funds where a patient's sex is listed in the eligibility criteria. Your demographic information is used internally only to help us better understand the people we serve and to make informed outreach decisions.

11. **You then may be asked if you need transportation assistance.**

    If you selected that you need transportation assistance and you qualify for the additional support, you should select whether you'd like to receive an extra $500 per month for transportation costs and what type of services you're interested in. Then, select "Next."

12. **On the following screen, please provide your insurance information, including insurance type and cardholder ID, and select "Next."**

13. **If the PAN Foundation has partnerships with any educational support organizations within your specific disease fund area, you can decide if you'd like them to contact you about available education and support services.**

    Then, select "Next."

14. **Next, you'll review your application.**

    You can edit any section by clicking the "Edit" button in the right-hand corner of each section.

    If everything is accurate, scroll to the bottom and select "Save and next."

15. **Finally, please read the patient attestation carefully and select "Submit application."**

If your application was successful, you will find out instantly and can begin using your grant right away.

If your application is incomplete or missing information, a new application must be submitted.

If you need to submit income verification documents, you can refer to our website panfoundation.org/verify for instructions.

For more information on how to manage your grant, check out our website: panfoundation.org/grants.

Questions?

If you need help or have questions about your application, please call us at 1-866-316-7263 from Monday through Friday, 9:00 a.m. to 5:30 p.m. ET.