

Healthcare professionals: How to apply for a renewal grant and additional funding in the PAN Portal

This document will walk healthcare professionals through how to apply for a renewal grant or additional funding on behalf of a patient in the PAN Foundation portal.

Applying for a renewal grant

Patients or their healthcare professional can apply to renew a grant if the 12-month grant eligibility period has ended or is about to end within 30 days.

Steps in the portal

1. Go to the [PAN portal](#) and log in to your existing account.
2. Once logged in, go to the “Patients” tab.
3. You can then either scroll to find a specific patient, or at the top of the patient chart, select “Renewal available” to review only patients who are eligible to complete this action.
4. Once you’ve found the right patient, in the far-right under “Options available,” you can select “Renewal.” If you don’t see the “Options available” tab, to use the dropdown under expand to see “Options available”
5. To apply to renew a patient’s grant, click “Renewal.”
6. Review the renewal grant information pop-up, then click “Continue.”
7. 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.”
8. Check the box after each section to confirm that the information is accurate, then click “Next.”
9. Finally, review the attestation and check the box to confirm if you agree. Then press “Submit & next.” You should find out right away if your patient’s application was successful.

Applying for additional funding

Patients or their healthcare professional can apply for additional funding within the same initial 12-month grant eligibility period if the patient runs out of funds and their balance is \$0.

Steps in the portal

1. Go to the [PAN portal](#) and log in to your existing account.
2. Once logged in, go to the “Patients” tab.

3. You can then either scroll to find a specific patient, or at the top of the patient chart, select “Additional funding available” to review only patients who are eligible to complete this action.
4. Once you’ve found the correct grant, in the far-right “Actions” column, click the arrow next to “Action” and select “Add funding.”
5. Review the additional funding pop-up screen, then press “Continue.” You’ll find out right away if your patient was approved for additional funding.