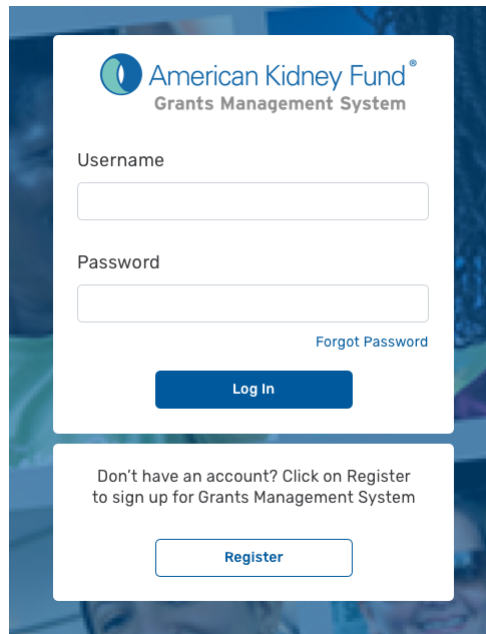


Grants Management System Patient Profile Registration Guide

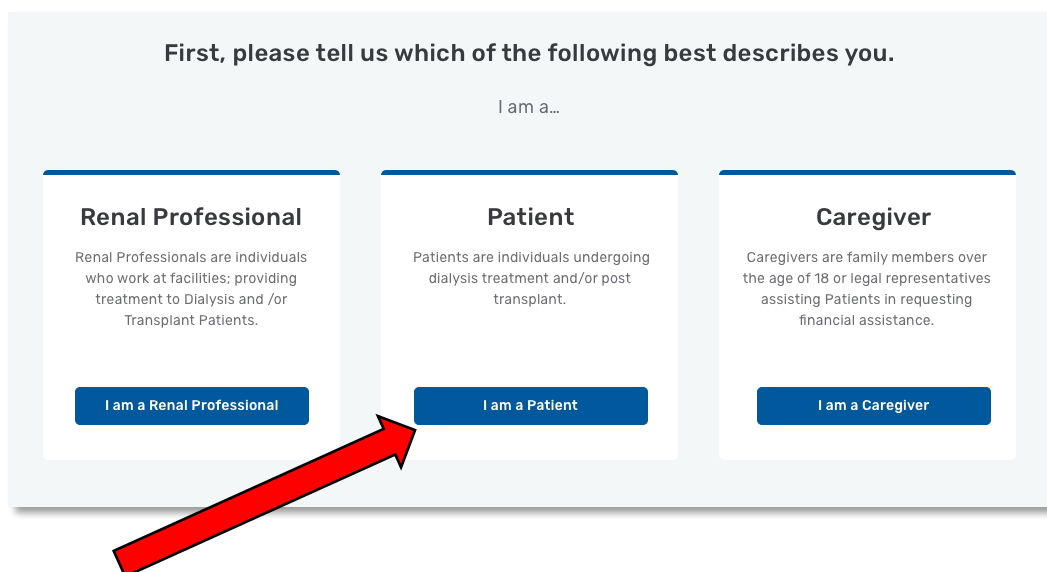
The American Kidney Fund (AKF) will be transitioning to a new Grants Management System in January, 2019. We have created a Patient Profile registration guide, providing step-by-step instructions for the Profile registration process. If you have questions, please contact AKF at patientservice@kidneyfund.org or call 1-800-795-3226.

Step One: To start the registration process, please click the “Register” button:



The screenshot shows the login and registration interface for the American Kidney Fund Grants Management System. At the top is the AKF logo and the system name. Below are input fields for 'Username' and 'Password', a 'Forgot Password' link, and a blue 'Log In' button. At the bottom, a message asks users without accounts to click 'Register', with a corresponding 'Register' button.

Step Two: Click “I am a Patient” to start the registration process:



The screenshot displays a selection screen titled 'First, please tell us which of the following best describes you.' with the prompt 'I am a...'. It features three columns: 'Renal Professional' (describing facility workers), 'Patient' (describing those on dialysis or post-transplant), and 'Caregiver' (describing family members). Each column has a blue button: 'I am a Renal Professional', 'I am a Patient', and 'I am a Caregiver'. A large red arrow points to the 'I am a Patient' button.

Step Three:

- Please fill out every information box on this page. Please also select an image by clicking on it. This image will be used to verify your identity if you need to reset your password. When finished, click “Create My Account.”
- You will receive a verification email at the address you provided. Remember to verify your profile by following the instructions within the verification email.



Step Four: Please follow the step-by-step instructions for each of the sections shown in the screenshot below. Each section asks specific questions on your health history, insurance information, personal finances, dialysis facility information, contact information, and important/relevant documents.

<h3>Health Information</h3> <p>It is important for us to have your current health information so we can determine your eligibility for grants.</p> <p>Review</p>	<h3>Health Insurance</h3> <p>Please let us know which health insurance plan(s) your patient currently has. Supplying this information does not mean you are requesting assistance with that insurance.</p> <p>Review</p>	<h3>Finances</h3> <p>Understanding your patient's financial situation will help us understand their eligibility.</p> <p>Review</p>
<h3>Facility</h3> <p>Let's work on your patient's clinic information.</p> <p>Review</p>	<h3>Contacts</h3> <p>Let us know who else we can contact about your patient's grant application.</p> <p>Review</p>	<h3>Agreements</h3> <p>Review some important documents here.</p> <p>Review</p>

