

## Application Quick Guide for Pharmacies

Step  
1

- Visit the PAF Co-Pay Relief Program website at [www.copays.org](http://www.copays.org)

Step  
2

- Click on “Online Application” button

Step  
3

- Click on “Pharmacy” button

Step  
4

- Click on “Begin the Application Process”

Step  
5

- Enter your email address and password to login

Important Note: If you have not registered yet, return to Step 3 above and click on the “New Patient Registration” button

Step  
6

- Complete Step 1: Pre-Qualification questions

Step  
7

- Complete Step 2: Patient Enrollment Application, including all required fields and apply electronic signature

Step  
8

- Once completed click “Submit Application”.

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- You will be notified IMMEDIATELY on the screen if your patient is approved for assistance from the program! Please print or make note of Virtual Pharmacy Card information.

Step  
10

- If your patient is approved for support, the Physician’s form must be completed and signed by the Treating Physician and returned to the program within 30 days of approval to ensure continuation of the award.

The application process takes approximately 7-10 minutes to complete!

**Important Note: If your patient is requested to provide documentation of his/her reported income, please submit the required documentation to the program within 30 days of Income Verification Letter to ensure continuation of the award.**