



How to Become a Provider

If you are a new Provider or a Provider who has not been paid by IHSS in over a year, you will need to complete the Provider Enrollment Process.

1. Visit the Website

- Go to <https://pubauth.saccounty.gov/>.
- Click on the **Provider Enrollment** tab and read the instructions.
- Click "**Begin Provider Enrollment**" to go to the BOUNDS online portal.

2. Create an Account

- Sign up in the BOUNDS portal to start online registration.
- If you don't have a **Provider ID#**, leave that field blank.

3. Check Your Email

- You will get an email with your username and a temporary password.
- The email will come from **noreply@jumpfaster.com**—check your junk or spam folder if you don't see it.
- Use this information to log in and finish setting up your BOUNDS account.

4. Watch the Required Videos

- On the **Activities** page, watch all the videos.
- After each video, click the **Complete** button before moving to the next one.

5. Fill Out the Provider Application

- Click **Provider Application with Signature** and answer all questions.
- You do **not** need to print the application.
- When you select **Save and Send** located in the top right corner, you will be required to re-enter your username and password. This action serves as your digital signature.

6. Schedule an Appointment

You must bring your **unexpired ID, Social Security card, and Employment Authorization card (if needed)** to the Public Authority office.

- To schedule an appointment:
 - Log in to BOUNDS and click "**Appointments**" on the left side of the screen.
 - New appointments are available **every Tuesday at 10:00 AM**.

- If no appointments are available, you will need to wait until next Tuesday for more appointments to be added.
- **You can only schedule an appointment after completing all application activities in BOUNDS.**

7. Complete a Background Check

- All providers must pass a fingerprint background check, also called DOJ, Live Scan, or fingerprinting.
- If you already did a background check for **Sacramento IHSS Public Authority** in the last **5 years**, email us before paying again. We can check if we still have your results.
- If we don't have your results, you will need to complete a new background check.

Important information:

Bring your unexpired, original U.S. Government Photo ID and Social Security Card to your appointment. We do not accept pictures or copies. You must bring the documents in person—no uploads, emails, or faxes.

Government Issued Photo ID

- U.S. Driver's License or ID card
- U.S. Passport
- U.S. Military ID
- U.S. Permanent Resident Card

Social Security Card

- Name on Social Security Card must match name on photo ID
- Social Security number and name must be legible and unaltered
- If your SS Card says that you need a DHS authorization card, please bring this with you or a U.S. work visa or U.S. passport.

If you need a replacement Social Security Card, please contact the Social Security Administration. Replacement cards usually arrive in approximately 14 business days.

- 1-(800)-772-1213
- 1-(800)-325-0778 (TTY)
- www.ssa.gov