



	<p>Administrative Solutions Inc.</p> <p>FSA</p> <p>Flexible Savings Account</p>	
		<p>Administration</p> <p>Proposal</p>

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ASI

The ASI Story

ASI Administrative Solutions, Inc. is a highly regarded Third Party Administrator specializing in group benefits. ASI was formed June of 2001.

ASI has positioned itself to be an all inclusive TPA for employers of all sizes and is innovative in providing solutions to employee benefit plans. ASI offers services for Insurance Billing and Capitation Programs, Medical Expense Reimbursement Plans (MERP), Health Reimbursement Arrangements (HRA), Self Funded Dental and Vision Plans, COBRA Administration, Section 125 Plans (FSA), Consolidated Billing, FMLA Billing and Voluntary Benefits

ASI prides itself on outstanding customer service and its success at implementing administrative strategies to meet the growing demand of employer's rising cost. What has been most advantageous to their vast client base is ASI's ability to maintain, reduce and create significant savings through innovative approaches to the employers health and benefits.

ASI Leadership Team

<u>Name:</u>	<u>Position:</u>	<u>Industry Years:</u>
Barry Maas	President	11
Christina O. Castro, RHU CLTC	Vice President	21
Pete Ubbink	Director of Client Services	3

Leadership Biographies

Barry Maas, President

Bachelor of Science Degree, Business Administration with an Accountancy Option, California State University, Fresno. Barry has an accounting background working in a law firm for over ten years in payroll, accounts receivable including financial preparation and analysis and budget preparation. Barry started ASI in 2001 with 2 employees as he saw a need for a local TPA administering high deductible health plans and COBRA administration.

Christina O. Castro, Vice President

Christina is a certified COBRA administrator, a Registered Health Underwriter and has her certification in Long Term Care. She has been in the Third Party Administration business for over fifteen-years and most recently worked as a consultant for a local broker's office. Christina is the past President of the Central California Association of Health Underwriters and is a member of the International Foundation of Employee Benefits, the Employee Benefit Institute of American and is on the Board of Directors for the California Department of Insurance Education Committee and the Greater Fresno Chamber of Commerce Governmental Affairs Committee.

Pete Ubbink, Marketing Director

Pete has been in the industry for over three years working with the brokers and clients of ASI. Pete has a Bachelor of Science degree with a BA in Marketing. Pete joined ASI in 2007 with marketing experience and account management. As Sales and Operations Manager, Pete oversees account set up and administration, as well the daily departmental operations of ASI.

FSA Administration

FSA Proposed Services

- ◆ Draft Documents including Plan Document, Summary Plan Description and Corporate Resolution.
- ◆ Preliminary Discrimination Analysis and Testing
- ◆ Plan Analysis and Design Specification
- ◆ Employee Communication/Enrollment Meeting
- ◆ Assist Administrative Staff in Payroll Deductions and General Plan Matters
- ◆ Provide Employee Packets
- ◆ Enter Claims Daily and Disburse Checks Weekly
- ◆ Provide Monthly, Quarterly, Annual Reports
- ◆ Year End Plan Review
- ◆ Debit Card availability
- ◆ On-line access for employees
- ◆ On-line access for employers
- ◆ Customer Service

****ASI offers a complete FSA plan administration for Premium Only, Unreimbursed Medical, Dependent Care and Transportation.****