

Creating and Signing the Form 20 Electronically

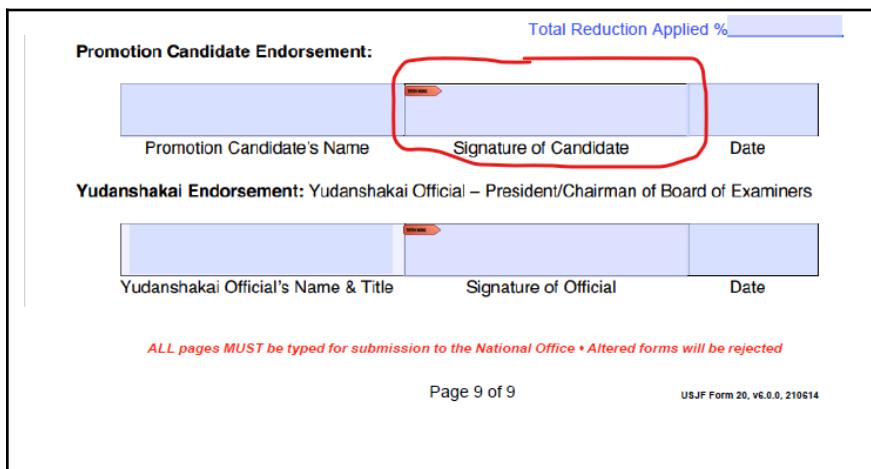
This procedure starts after finishing the procedure entitled “How to Fill out the Form 20”.

1. Open Acrobat Reader.
2. Click File > Open (or Menu > Open) and access your editable Form 20.
3. Save the file under a new name. This way you have a backup in case your Form 20 loses its editability after signing, i.e. you won’t have to start over entering all the data.
4. Scroll to page 9 of your Form 20 and begin the steps below for creating and signing the Form 20 electronically.

*Note: Each section of this procedure is described in the following order:
The section header → A snip of the screen → The action to take*

Creating an electronic signature:

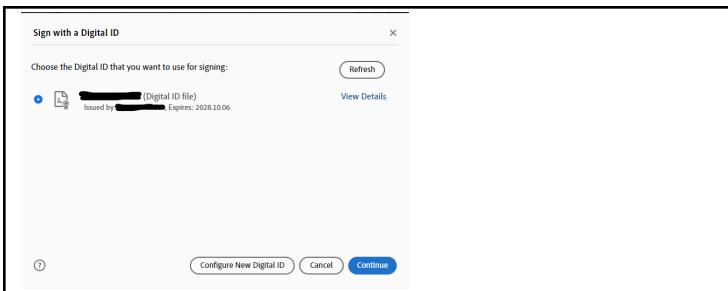
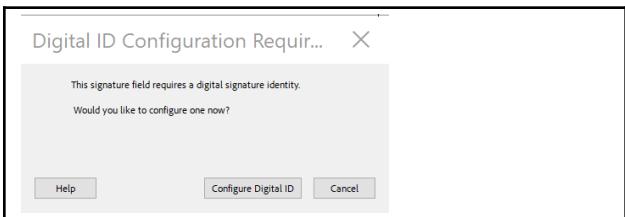
1. The place to sign on page 9 of the Form 20 looks like this.



The screenshot shows the 'Promotion Candidate Endorsement' section of Form 20. It includes fields for 'Promotion Candidate's Name', 'Signature of Candidate' (which is circled in red), and 'Date'. Below this is the 'Yudanshakai Endorsement' section, which includes fields for 'Yudanshakai Official's Name & Title', 'Signature of Official' (which is circled in red), and 'Date'. At the bottom, a note states 'ALL pages MUST be typed for submission to the National Office • Altered forms will be rejected'. The page footer indicates 'Page 9 of 9' and 'USJF Form 20, v6.0.0, 210514'.

Click on the blue box above where it says ‘Signature of Candidate’.

2. One of the following two screens appears.



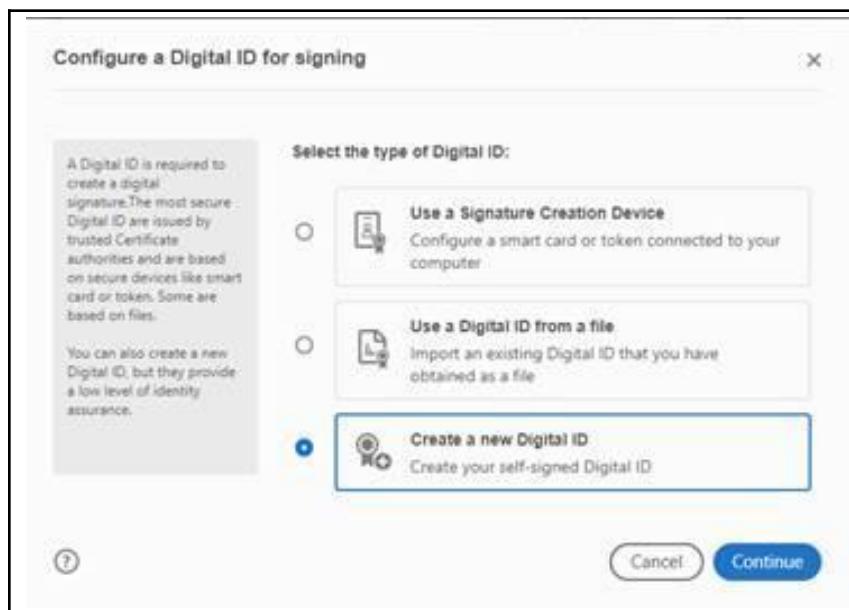
Of these 2 screens:	What will be done:	Action to do:
Top screen	Creating first electronic signature	Click on 'Configure Digital ID'
Bottom screen	Creating additional electronic signatures	Click on 'Configure New Digital ID'

3. The following screen appears.



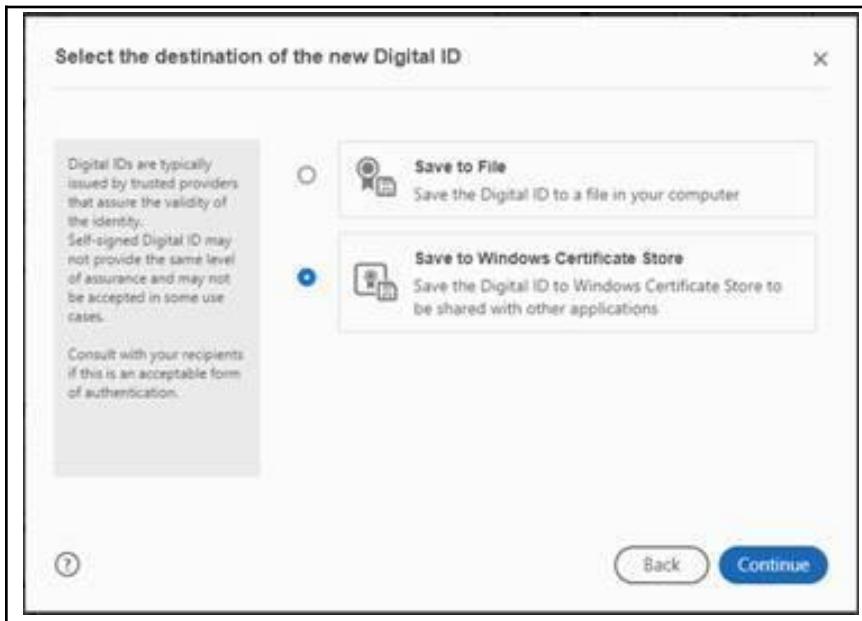
Select the circle to the left of 'Create a new Digital ID'.

4. It should now look like this.



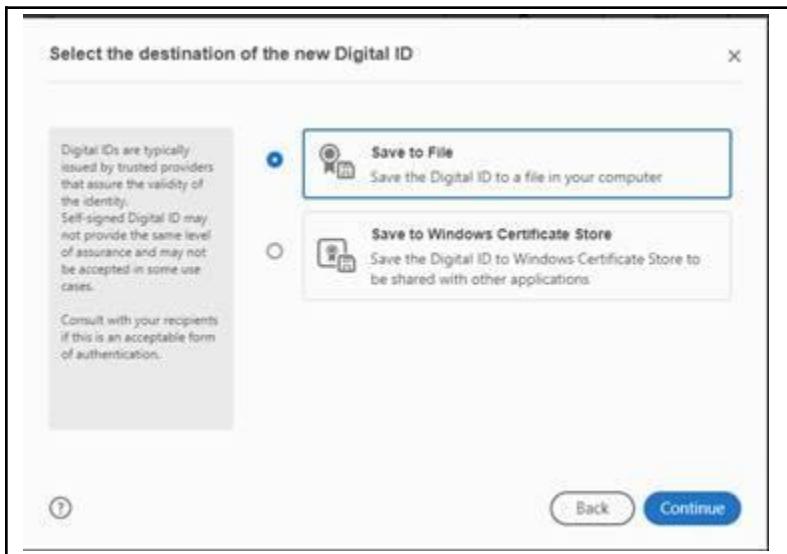
Click on 'Continue'.

5. The following screen appears.



Select the circle to the left of 'Save to File'.

6. The screen should now look like this.



Click 'Continue'.

7. The following screen appears.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

?

Back Continue

Enter your name and email address.

8. The screen should now show your name and email address.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

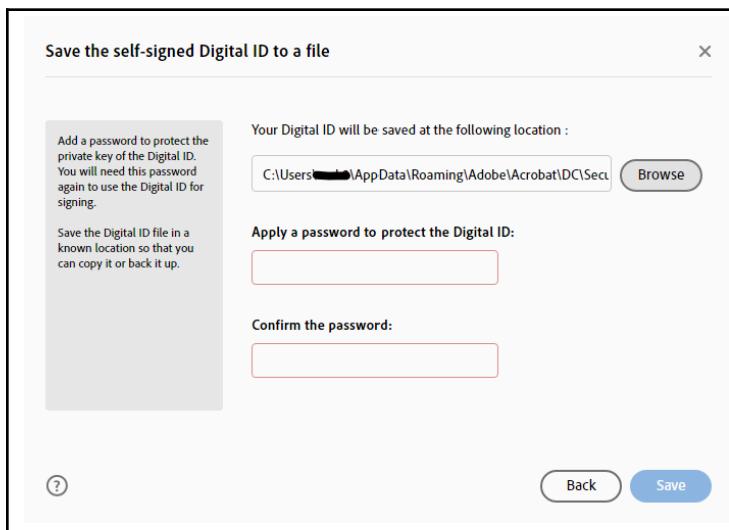
Name	<input type="text" value="REDACTED"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="REDACTED"/>
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

?

Back Continue

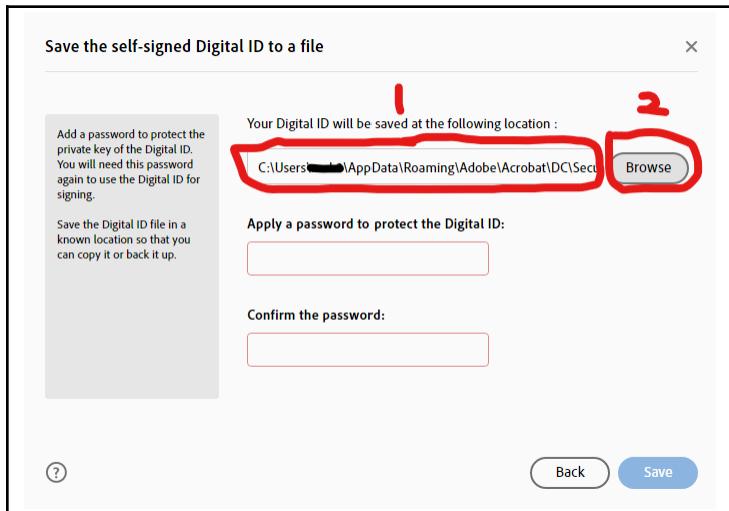
Click 'Continue'.

9. The following screen comes up. On this screen you can change the location where you store your electronic signature (if desired) and create a password.



Go to step 10.

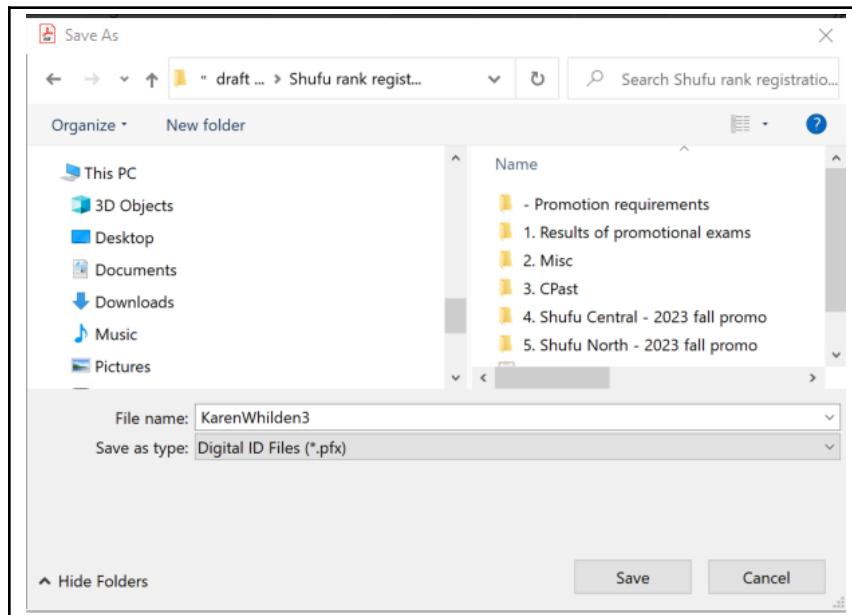
10. Item #1 circled in red below shows where the computer stores your electronic signature.



If not changing the location of the file, take note of where your computer has stored the electronic signature for future access. Then go to step 12.

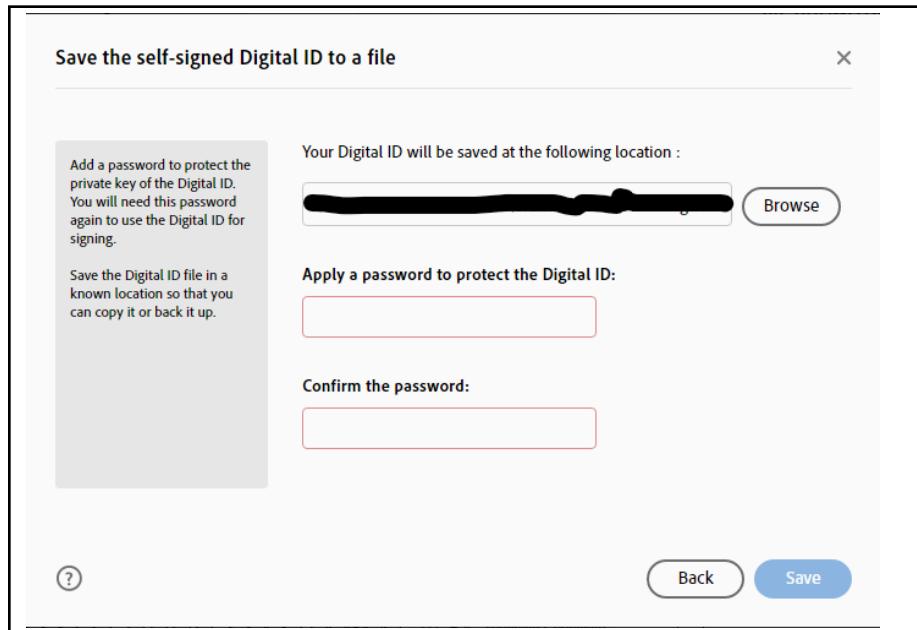
To move the file to another location, click 'Browse' (#2).

11. Select the desired folder in which to save your new electronic signature. For example:



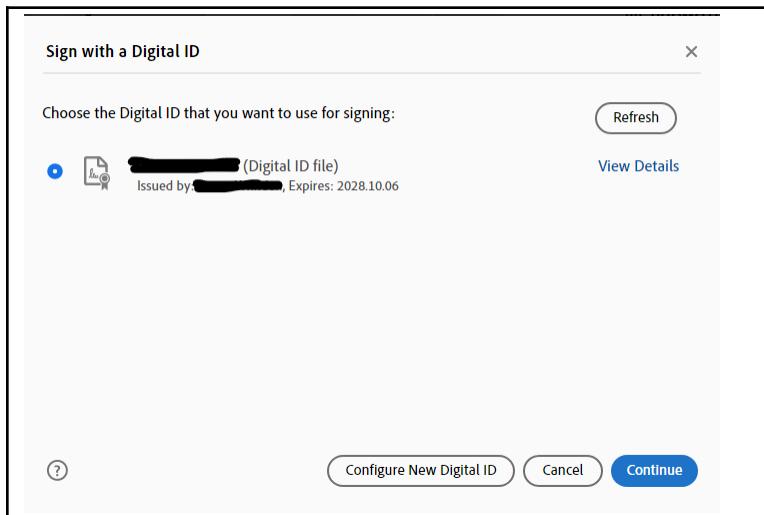
Click 'Save'.

12. The new location of the electronic signature appears in the area that is blacked out in the example below.



To create a password, enter and confirm your desired password, then click 'Save'.

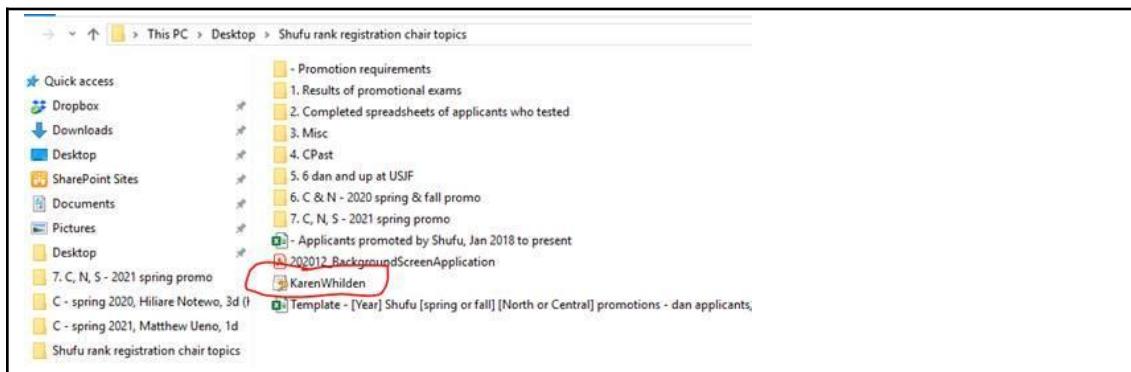
13. The following screen appears. This means an electronic signature now exists for the listed person. (Note: This is the same screen one sees in item #2 of 'signing the Form 20 electronically' on the next page.)



Go to step 14.

14. Below is an example of what a saved electronic signature file looks like (for you it will show the

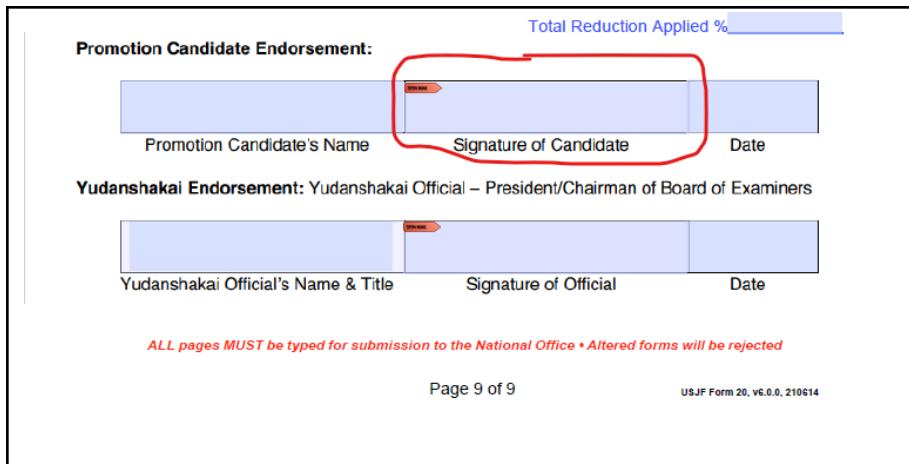
folder you moved it to). The file is designated by this icon



You are ready to sign the document electronically!

Signing a document electronically:

1. The place to sign on page 9 of the Form 20 looks like this.



Promotion Candidate Endorsement:

Total Reduction Applied %		
Promotion Candidate's Name		
Signature of Candidate		Date

Yudanshakai Endorsement: Yudanshakai Official – President/Chairman of Board of Examiners

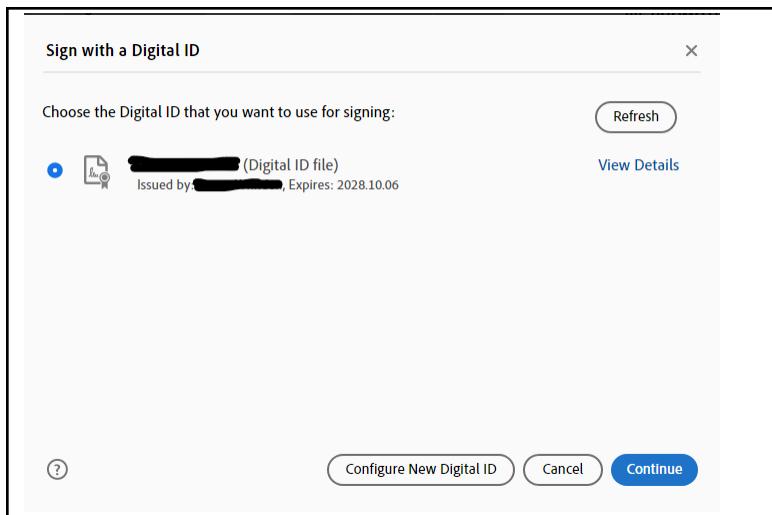
Yudanshakai Official's Name & Title		
Signature of Official		Date

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Click on the blue box above where it says 'Signature of Candidate'.

2. The following screen appears.



Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

 [REDACTED] (Digital ID file)
Issued by [REDACTED], Expires: 2028.10.06

[View Details](#)

[Refresh](#)

② [Configure New Digital ID](#) [Cancel](#) [Continue](#)

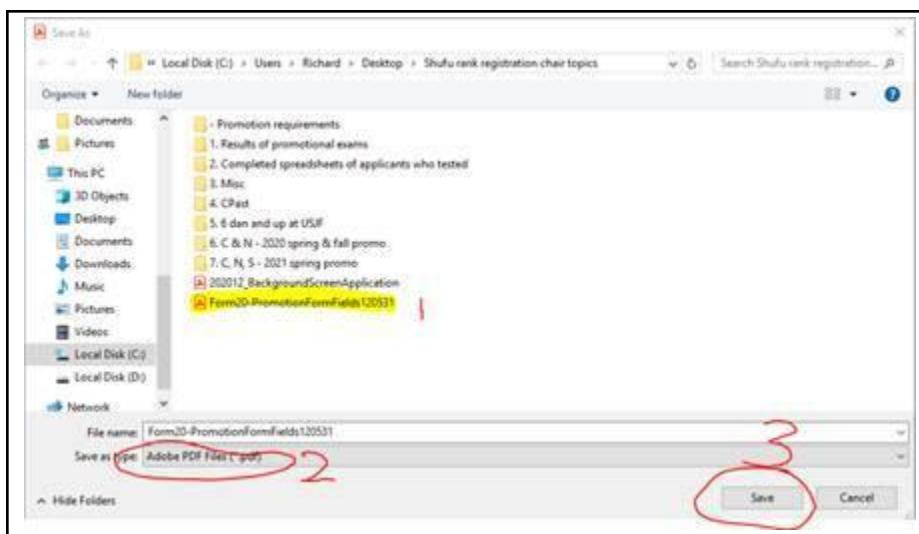
If there is more than one signature available, select the circle next to your name. Then click 'Continue'.

The following screen appears (but with your name).



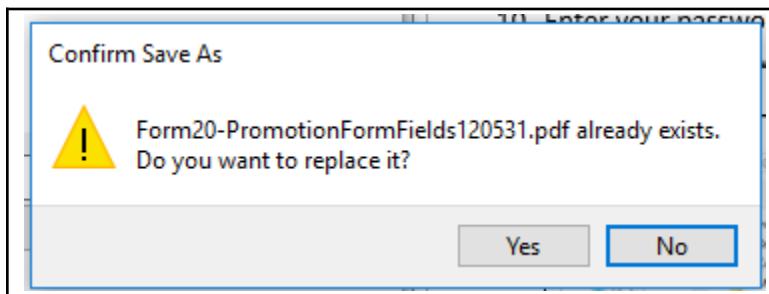
Enter your password. Then click 'Sign'.

3. Below is an example of a screen showing where the form 20 highlighted in yellow (#1) was stored (for you it will show the folder you moved it to).
Note: The document is now signed, but not saved yet.



Click on the document you want to sign (#1), i.e. the Form 20 in this case. Check that you are saving in Adobe PDF (#2). Then click on 'Save' (#3).

4. The following appears. This message pops up because you are altering the document by adding your signature, hence you are replacing the previously stored document.



If that is the document you want to sign, click 'Yes'.

5. Your signature now appears on the form 20.

7. Teacher Certification	0	0%
8. USJF Life Member	0	10%
9. Service as Yudanshakai Officer	0	10%
10. Service as USJF Officer	0	10%

Cumulative TIG Reduction For Non-Competitors Cannot Exceed 30% - 10/18/00 & 4/19/12
Maximum TIG Reduction For Competitors Is 5%-10% For Life & President's Club Life Membership,
Depending On Life Membership Type - 9/29/09 & 4/19/12

Total Reduction %: 0.00

Promotion Candidate Endorsement:

Promotion Candidate's Name Signature of Candidate Date

Yudanshakai Endorsement: Yudanshakai Official – President/Chairman of Board of Examiners

Yudanshakai Official's Name & Title Signature of Official Date

Digital Signature by Karen Whilden
Date: 22/12/11 16:18:38
09/22

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6. Success! You are finished! Click [here](#) to return to the [Detailed Information for Black Belt Ranks](#)