

## 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*

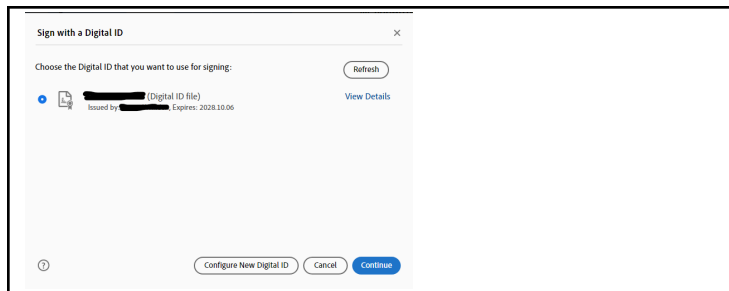
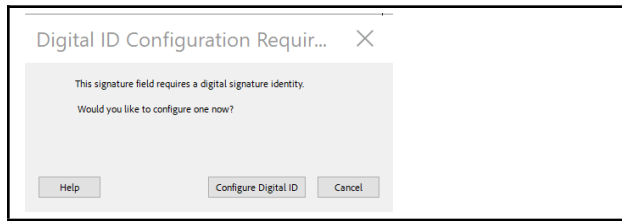
### Creating an electronic signature:

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

The screenshot shows the bottom of Form 20, Page 9. At the top right, there is a blue box labeled "Total Reduction Applied %". Below this, the "Promotion Candidate Endorsement:" section contains three blue input fields: "Promotion Candidate's Name", "Signature of Candidate" (which is circled in red), and "Date". Below this is the "Yudanshakai Endorsement: Yudanshakai Official – President/Chairman of Board of Examiners" section, which also contains three blue input fields: "Yudanshakai Official's Name & Title", "Signature of Official", and "Date". At the bottom, there is a red line of text: "ALL pages MUST be typed for submission to the National Office • Altered forms will be rejected". The footer shows "Page 9 of 9" and "USJF Form 20, v6.0.0, 210614".

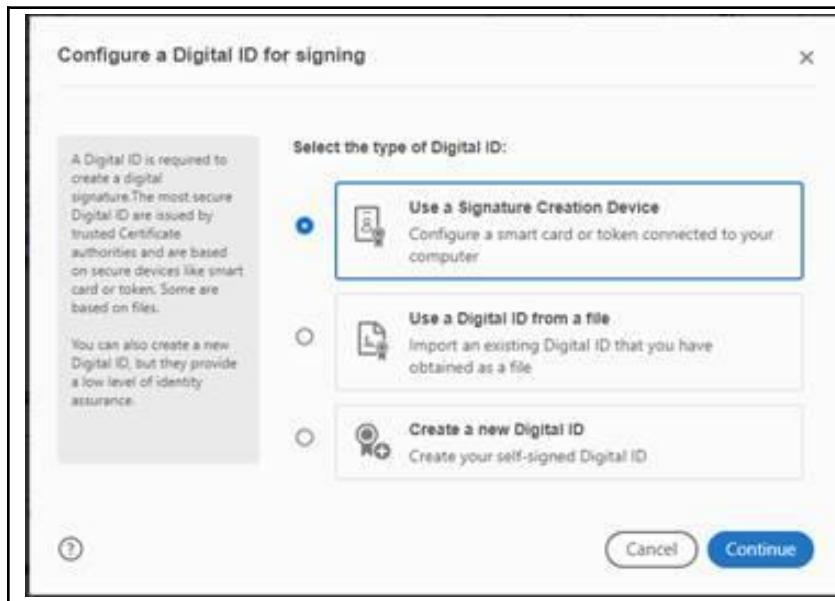
Click on the blue box above where it says 'Signature of Candidate'.

2. One of the following two screens appears.



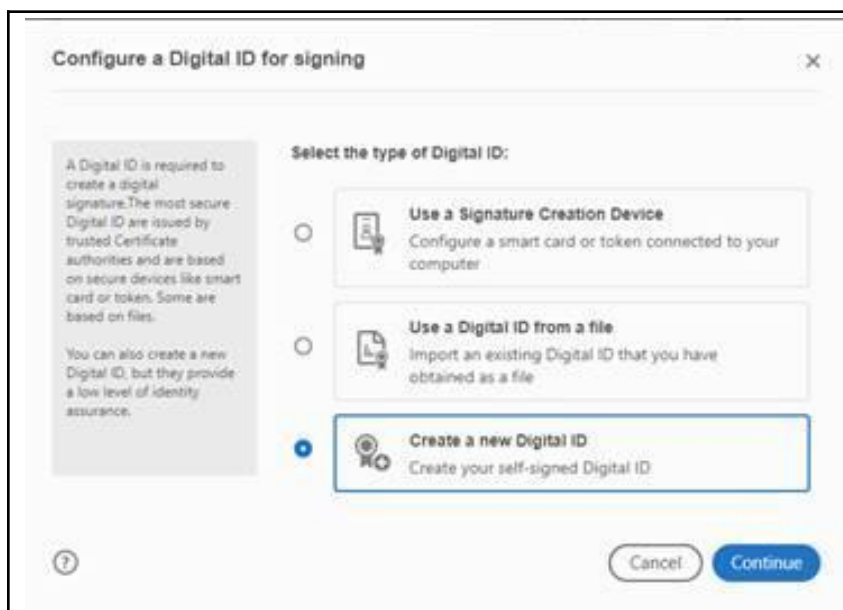
Of these 2 screens:	What will be done:	Action to do:
Top screen	Creating first electronic signature	Click on 'Configure Digital ID'
Bottom screen	Creating additional electronic signatures	Click on 'Configure New Digital ID'

3. The following screen appears.



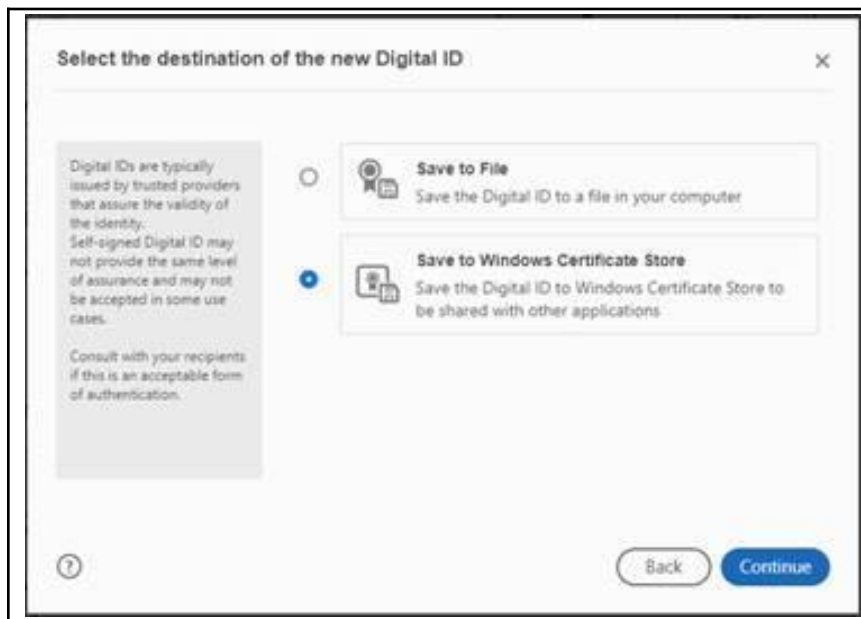
Select the circle to the left of 'Create a new Digital ID'.

4. It should now look like this.



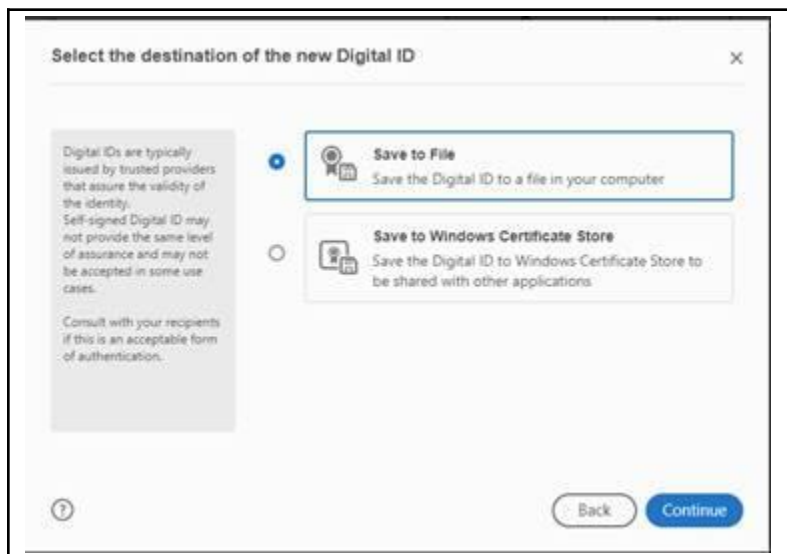
Click on 'Continue'.

5. The following screen appears.



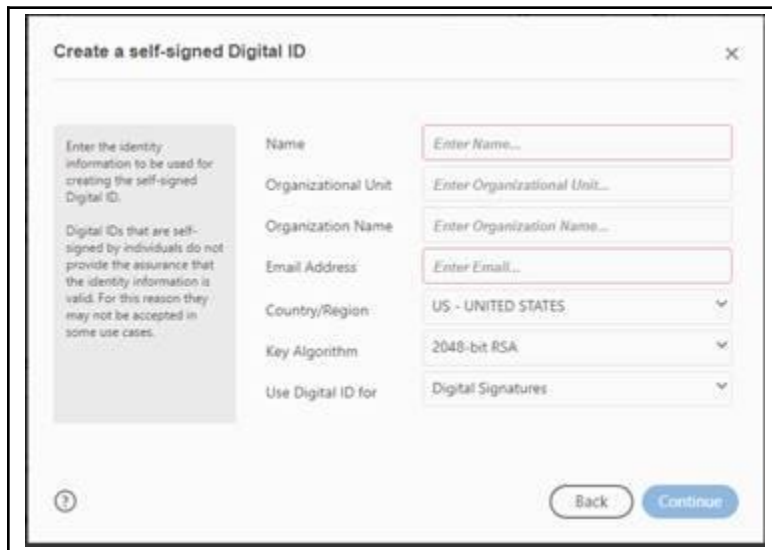
Select the circle to the left of 'Save to File'.

6. The screen should now look like this.



Click 'Continue'.

7. The following screen appears.



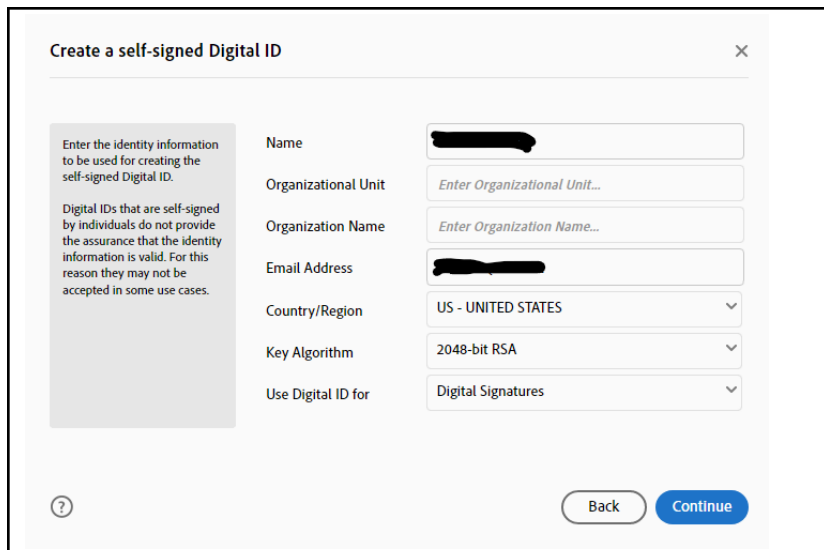
The screenshot shows a web form titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box containing the text: "Enter the identity information to be used for creating the self-signed Digital ID." and "Digital IDs that are 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." Below this box is a question mark icon. The form fields are as follows:

Field Label	Value
Name	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

At the bottom right, there are two buttons: "Back" and "Continue".

Enter your name and email address.

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



This screenshot shows the same "Create a self-signed Digital ID" form, but now the "Name" and "Email Address" fields are filled with redacted text (black bars). The other fields remain the same as in the previous screenshot.

Field Label	Value
Name	[Redacted]
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	[Redacted]
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

The "Back" and "Continue" buttons are still present at the bottom right.

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.

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, a grey box contains instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy it or back it up." Below this is a question mark icon. On the right, the text "Your Digital ID will be saved at the following location :" is followed by a text field containing "C:\Users\...AppData\Roaming\Adobe\Acrobat\DC\Secu..." and a "Browse" button. Below this are two empty text fields labeled "Apply a password to protect the Digital ID:" and "Confirm the password:". At the bottom right are "Back" and "Save" buttons.

Go to step 10.

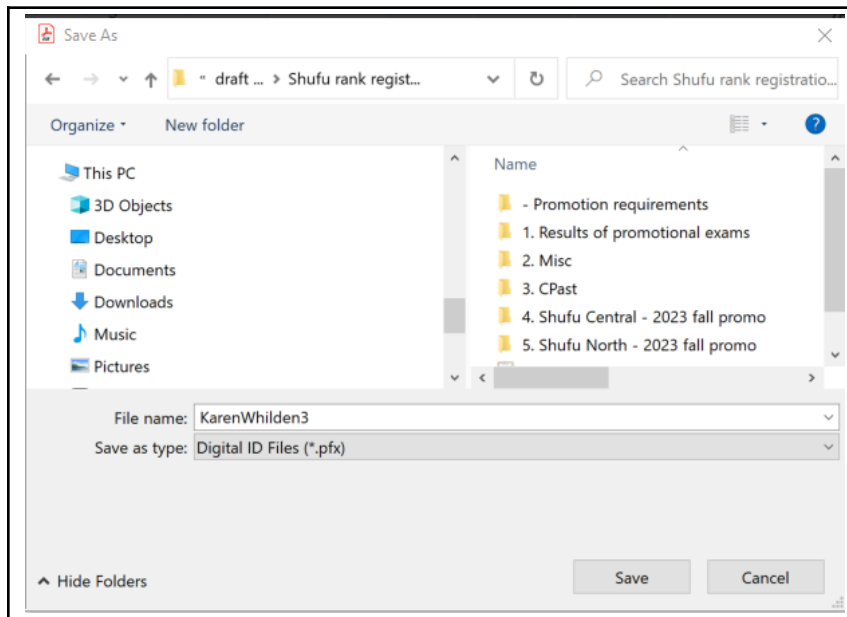
10. Item #1 circled in red below shows where the computer stores your electronic signature.

This is the same dialog box as in the previous image, but with red annotations. A red circle labeled "1" is drawn around the file path text field. Another red circle labeled "2" is drawn around the "Browse" button.

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.

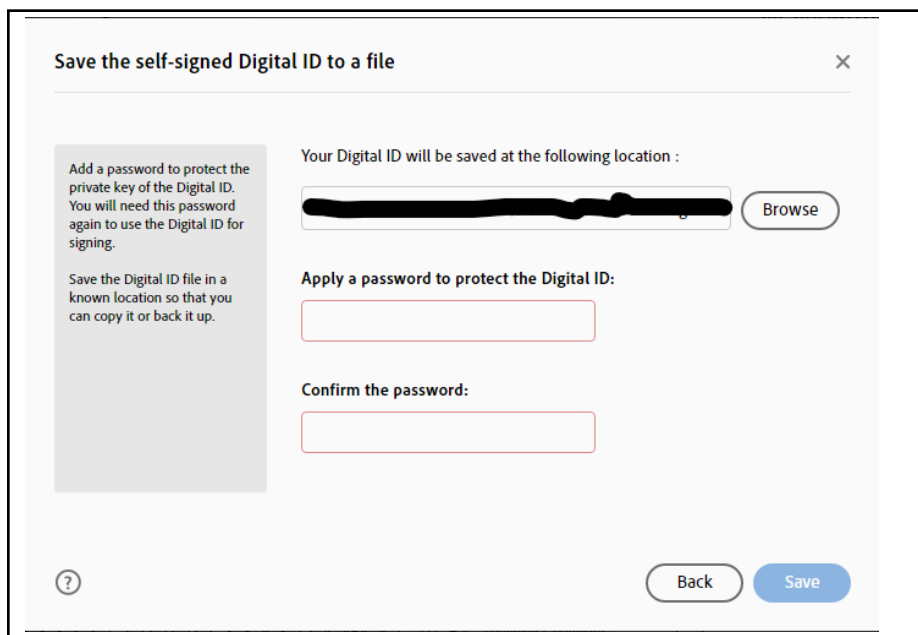
To move the file to another location, click 'Browse' (#2).

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



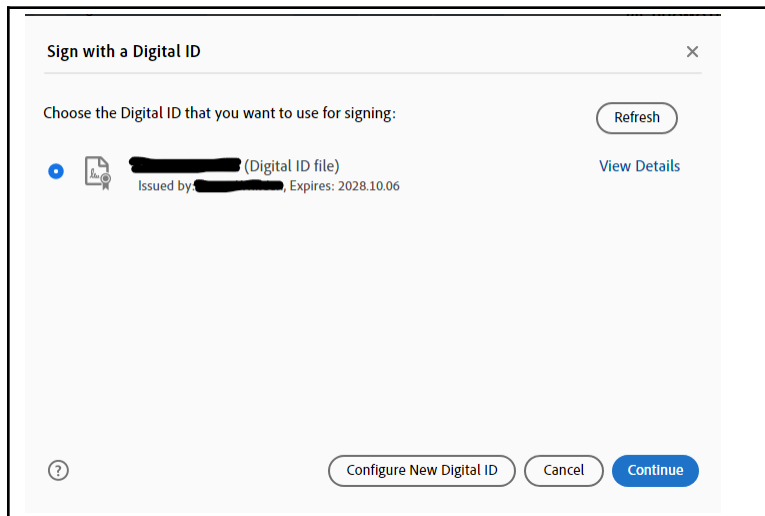
Click 'Save'.

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




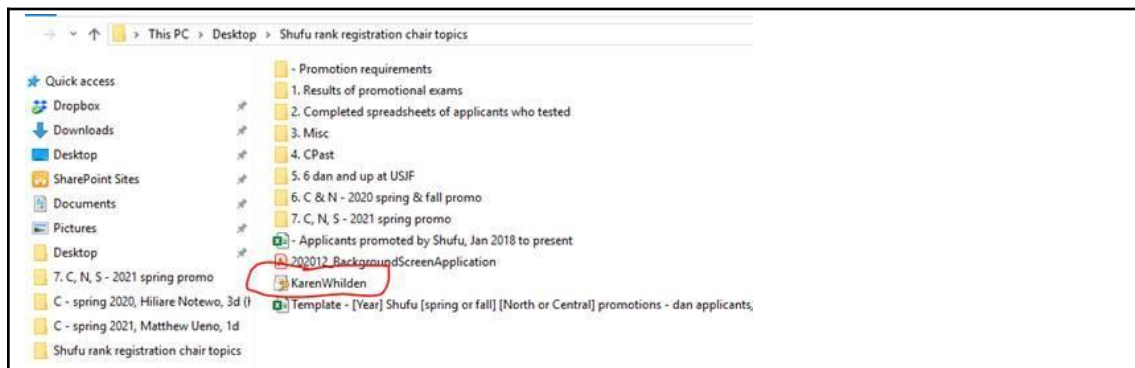
To create a password, enter and confirm your desired password, then click 'Save'.

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.

The screenshot shows the bottom portion of Form 20, Page 9. At the top right, there is a field for 'Total Reduction Applied %'. Below this, the 'Promotion Candidate Endorsement' section contains three blue input boxes: 'Promotion Candidate's Name', 'Signature of Candidate' (which is circled in red), and 'Date'. Below this is the 'Yudanshakai Endorsement' section, which includes the text 'Yudanshakai Official – President/Chairman of Board of Examiners' and another set of three blue input boxes for 'Yudanshakai Official's Name & Title', 'Signature of Official', and 'Date'. At the bottom, there is a red warning line that reads 'ALL pages MUST be typed for submission to the National Office • Altered forms will be rejected', followed by 'Page 9 of 9' and 'US JF Form 20, v6.0.0, 210614'.

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

2. The following screen appears.

The screenshot shows a dialog box titled 'Sign with a Digital ID' with a close button (X) in the top right corner. Inside the dialog, it says 'Choose the Digital ID that you want to use for signing:'. Below this, there is a list of digital IDs. The first one is selected and shows a blue circle with a plus sign, a document icon, a redacted name, '(Digital ID file)', and 'Issued by: [redacted], Expires: 2028.10.06'. To the right of the list are 'Refresh' and 'View Details' buttons. At the bottom of the dialog, there is a help icon (question mark), and three buttons: 'Configure New Digital ID', 'Cancel', and 'Continue'.

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

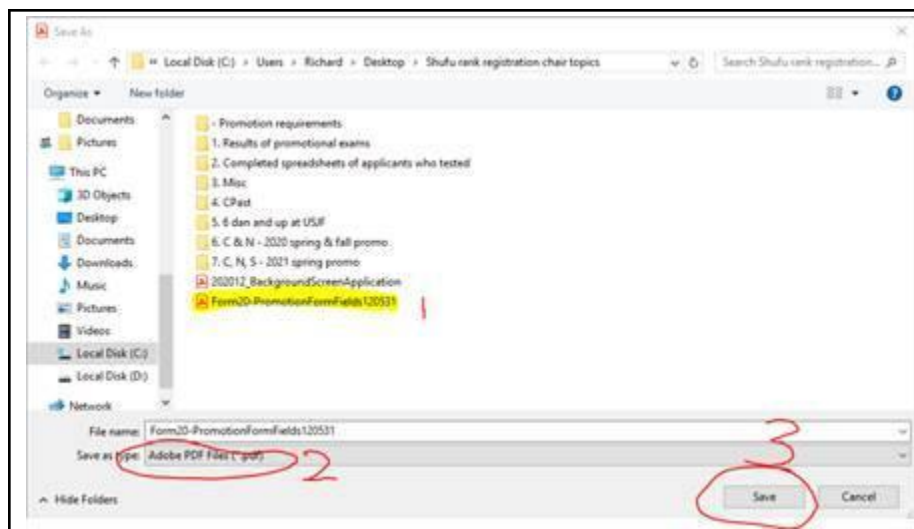
The following screen appears (but with your name).



Enter your password. Then click 'Sign'.

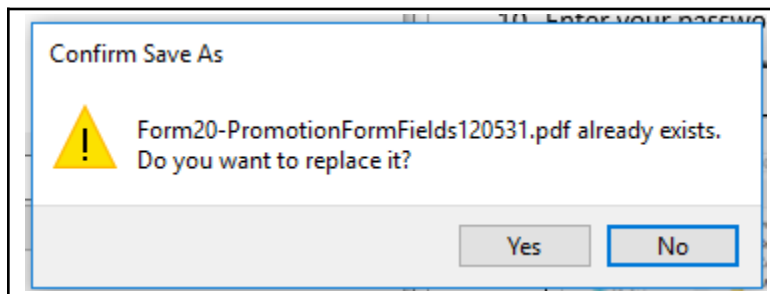
- Below is an example of a screen showing where the form 20 highlighted in yellow (#1) was stored (for you it will show the folder you moved it to).

**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.



	0	9%
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: \_\_\_\_\_

ALL pages MUST be typed for submission to the National Office - Altered forms will be rejected  
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USJF Form 20, v4.3.1, 120531

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