



Department of
Excise & Taxation
Chandigarh Administration

E-Governance

Commercial Tax Mission Mode Project

A Handbook On E-Forms



www.etdut.gov.in

Table of Contents

1.1 WELCOME TO E-FORMS	3
2. GETTING STARTED	3
2.1 VISIT WEBSITE	3
2.2 LOGIN	4
2.3 DASHBOARD.....	5
2.4 DOWNLOAD EXCEL FORMAT.....	6
2.5 EXCEL FORMAT DETAILS	7
2.5 VERIFY AND UPLOAD THE REQUEST.....	8
2.6 CHECK THE STATUS OF FORM REQUEST	10
2.7 VIEW THE REQUESTED FORMS.....	13
2.7 DOWNLOAD & PRINT REQUESTED FORMS.....	14
3. IMPORTANT POINTS TO BE KEPT IN MIND	17

1 Introduction

1.1 Welcome to E-Forms

E-Forms module is designed to enable the dealers to request the forms online. They need not go to the Excise and Taxation Department to request the forms physically. An acknowledgement receipt number is generated on successfully uploading the request on server. Dealer can also check the status of requested forms against receipt number. Dealer will download and print e-forms through ETD-website i.e. www.etdut.gov.in

2. Getting Started

2.1 Visit Website

1. First of all, dealer will visit the ETD- website i.e. www.etdut.gov.in
2. Type the URL in the address bar of the selected browser i.e. <http://www.etdut.gov.in>
3. Once the web site is connected the Home page will appear as shown below (Screen: 1)

Today: Friday, May 1, 2015

Department of Excise & Taxation
Chandigarh Administration

HOME ACTS RULES NOTIFICATION E-SERVICES CONTACT US DOWNLOADS SITE MAP

Tax Collection in Crore

Year	2010-11	11-12	12-13	13-14
Amount in Crore	1120.13	1162	1296	1354

Welcome to Excise & Taxation Department Chandigarh

E-SERVICES

- e-Registration
- Registered Users(Login)
- E>Returns
- E-Forms
- E-Refund
- E-Grievance

ABOUT US

The Excise & Taxation Department is a revenue department of the Administration. It administers various Acts such as the Punjab Value Added Tax Act 2005 as extended to U.T., Chandigarh, The Central Sales Tax Act, 1956, The Motor Spirit Taxation Act, Passenger & Goods Tax Act, Entertainment & Show Tax Act and The Punjab Excise Act, 1914. Under these Acts the levies are collected by the Designated Officers within their respective fields. The Department is assisted by various staffs in its functioning. The realization of the levies is the primary objective of the Department. The Department is headed by the Excise and Taxation Commissioner, who is superintending this office through the Deputy Excise and Taxation Commissioner under various enactments referred to above. The Finance Secretary, U.T., Chandigarh holds the charge as The Secretary, Excise and Taxation Department. The department contributes a major chunk of revenue to the exchequer and the Administration of every enactment is being ensured in accordance with the statutory provisions of the Act and Rules framed there under. The Department is committed to provide a healthy working environment to its dealers and the simplification of the procedures remains top on the list of priorities.

DEALER SECTION

- Verify E-Forms
- Verify RC
- Cancelled Dealers
- Detail of TINs who have provided wrong/bogus PANs
- List of Dealers having mismatch name regarding PANs
- Return Defaulter List
- Dealer Search

PROCEDURES

- Procedure to seek declaration forms
- List of Licences issued under the Excise Act
- List of Licences issued under the NDPS Act
- Procedure to file VAT Returns
- Click Here for Allied Taxes
- Click Here For VAT Rates

GENERAL

- Wardwise Jurisdiction
- List of CPIDs
- Contact Details of Officer
- Assessment Cases
- Holiday List
- Downloads

Home Acts Rules Notifications e-Services Contact Us Site Map Disclaimer

© Copyright 2015. All rights reserved

Screen: 1

2.2 Login

1. On the left hand corner of the home page (Screen–1) there is a **Registered Users (Login)** link. Please click on it.

2. A new screen will open as shown below (Screen–2). Please enter following details in the screen.

Login id –Your 11 digit TIN

Password – Your 11 digit TIN until you did not change.

Department of
Excise & Taxation
Chandigarh Administration

Login

Login to your account

Forgot your password?

CREATE AN ACCOUNT

04820018161

☒ Remember me

Login Cancel

User Name:
Enter your TIN No.

Password:
Enter your password

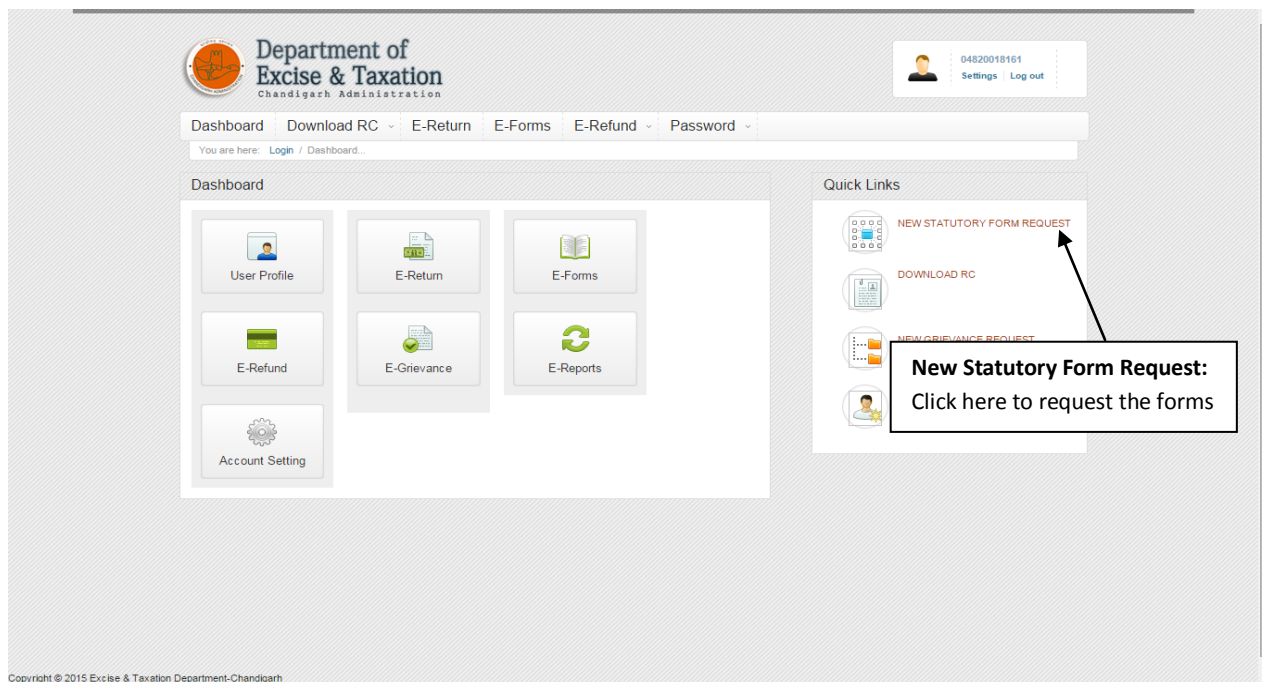
Login:
Click here to login

Copyright © 2015 Excise & Taxation Department-Chandigarh

Screen: 2

2.3 Dashboard

1. If the details entered by you are found correct; you will be logged in. You are entitled for number of e-services. Please click on E-Forms (Screen-3) link OR on the right hand corner of the dashboard for making new forms request (Screen-4) below:



Screen: 3

The screenshot shows the 'Statutory Form Request' form. At the top, there is a header with the department's logo and name. Below the header, a navigation bar contains links for Dashboard, Download RC, E-Return, E-Forms, E-Refund, and Password. A user profile box in the top right corner shows the user's ID (04820018161) and options for Settings and Log out. The main form area is titled 'Statutory Form Request' and includes a note: 'All the fields with (*) symbol are mandatory.' A link 'Download Excel Format For Making Request' is provided. The form contains the following fields and controls:

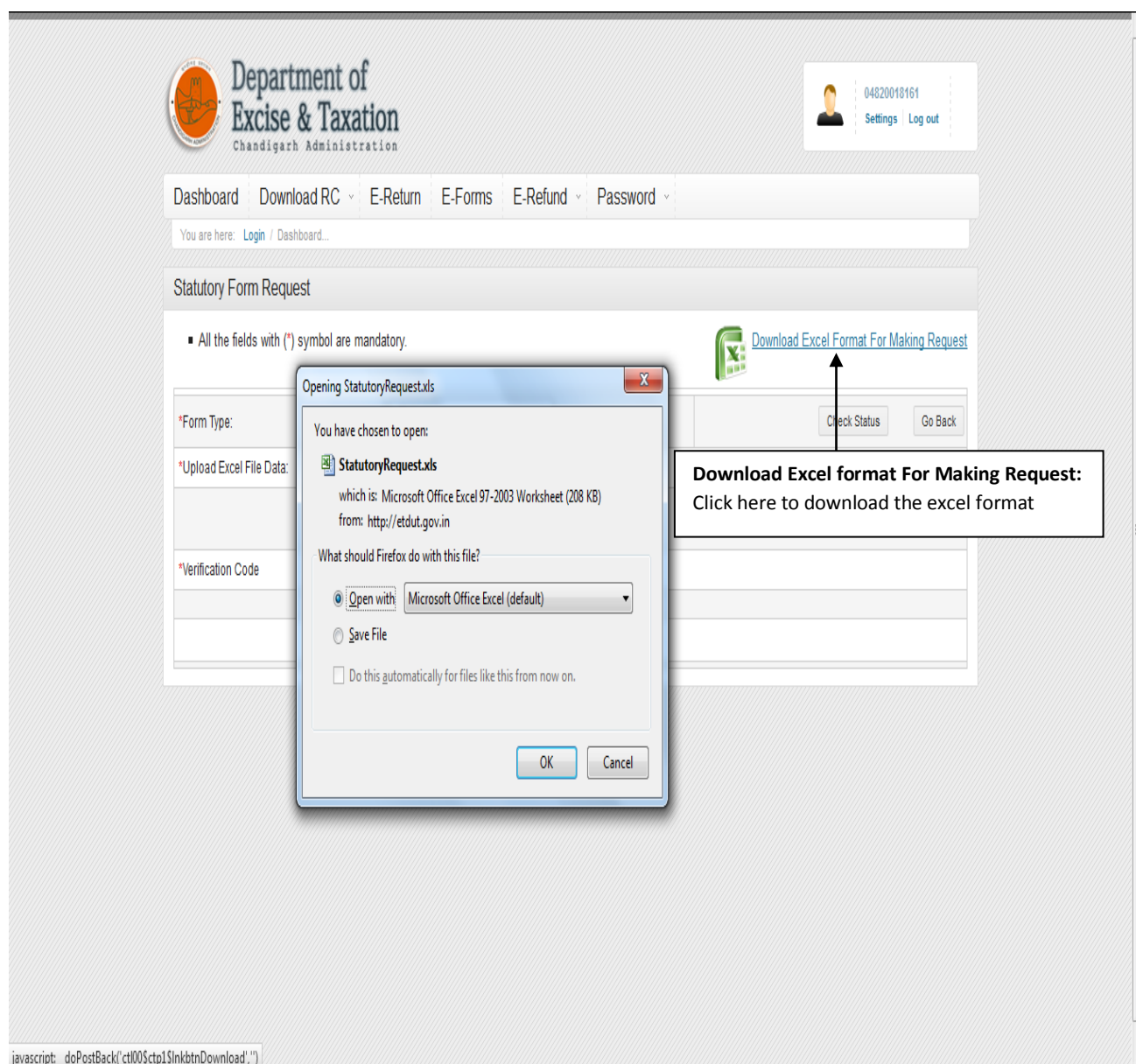
- *Form Type: A dropdown menu with '-Select-' as the current selection. To the right are 'Check Status' and 'Go Back' buttons.
- *Upload Excel File Data: A 'Browse...' button followed by the text 'No file selected.' Below this is a text input field containing 'y4Kss' with a 'Case Sensitive' warning.
- *Verification Code: A text input field.

At the bottom of the form are three buttons: 'Verify Excel File', 'Upload', and 'Cancel'. The footer of the page indicates 'Copyright © 2015 Excise & Taxation Department-Chandigarh'.

Screen: 4

2.4 Download Excel Format

1. To request the forms, you are required to download the excel format of statutory form request (Screen-5). It is advisable to download these forms once and store for future use. You should have Microsoft Office Excel (version may be 2003, 2007 or 2010) installed in your computer for this purpose.



Screen: 5

2.5 Excel Format Details

Statutory Request

Department of
Excise & Taxation
Chandigarh Administration

TIN(*):
Enter your login TIN

If any next return period
receipt date: Enter receipt

4	5	6	7	8	9	10	11	12	13	14	15	16
Seller TIN(*)	Seller Trade Name(*)	Invoice No(*)	Invoice Date(*) (dd/mm/yyyy)	Invoice Amount(*)	If any Next Return Period Goods Receipt Date(dd/mm/yyyy)	Financial Year(*)	Quarter(*)	Month				
030201374	BHAGWATI INDUSTRIES	bil102	11/01/2015	2000		2011-2012	APR-JUN					
02030201374	BHAGWATI INDUSTRIES	bil103	12/01/2015	2000	01/01/2000	2011-2012	JUL-SEP					
02030201374	BHAGWATI INDUSTRIES	bil104	13/01/2015	2000	01/01/2000	2013-2014	APR-JUN					
02030201374	BHAGWATI INDUSTRIES	bil105	14/01/2015	2000		2014-2015	OCT-DEC					
02030201374	BHAGWATI INDUSTRIES	bil106	15/01/2015	2000	01/01/2000	2011-2012	JUL-SEP					
03121095117	MAHESHWAR RESIN PVT.LTD	xyz101	25/06/2014	10000	01/01/2000	2012-2013	OCT-DEC					
03121095117	MAHESHWAR RESIN PVT.LTD	xyz102	26/06/2014	10000	01/01/2000	2013-2014	JAN-MAR					
03121095117	MAHESHWAR RESIN PVT.LTD	xyz103	27/06/2014	10000	01/01/2000	2014-2015	OCT-DEC					
03121095117	MAHESHWAR RESIN PVT.LTD	xyz104	28/06/2014	10000	01/01/2000	2015-2016	JAN-MAR					

SELLER TIN (*):
Enter Seller TIN

SELLER TRADE NAME (*):
Enter Seller Trade Name

Screen: 7

Invoice No (*):
Enter Invoice No

Invoice Date (*):
Enter Invoice Date in
dd/mm/yyyy format

Invoice Amount (*):
Enter Invoice
Amount

Financial Year (*):
Enter Year

Note: All the fields with (*) symbol are mandatory.

2.5 Verify and upload the request

1. When you filled excel file, you have to upload it with respect to selected form-type. See below:

Department of Excise & Taxation
Chandigarh Administration

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

Statutory Form Request

All the fields with (*) symbol are mandatory.

Download Excel Format For Making Request

*Form Type: Form-C

*Upload Excel File Data: Browse... StatutoryRequest.xls

*Verification Code: kmbEk

Verify Excel File Upload Cancel

Upload excel file data (*):
Browse and upload your excel data file

Verification Code (*):
Enter your Verification code

Verify Excel File:
To validate the excel file, Click on this link.

Upload:
This link will be enable, when your excel file data verified successfully.

Copyright © 2015 Excise & Taxation Department-Chandigarh

Screen: 8

Department of Excise & Taxation
Chandigarh Administration

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

Statutory Form Request

All the fields with (*) symbol are mandatory.

Download Excel Format For Making Request

Your excel file verified successfully. Please upload the data on server.

*Form Type: Form-C

*Upload Excel File Data: Browse... No file selected.

*Verification Code: kmbEk

Verify Excel File Upload Cancel

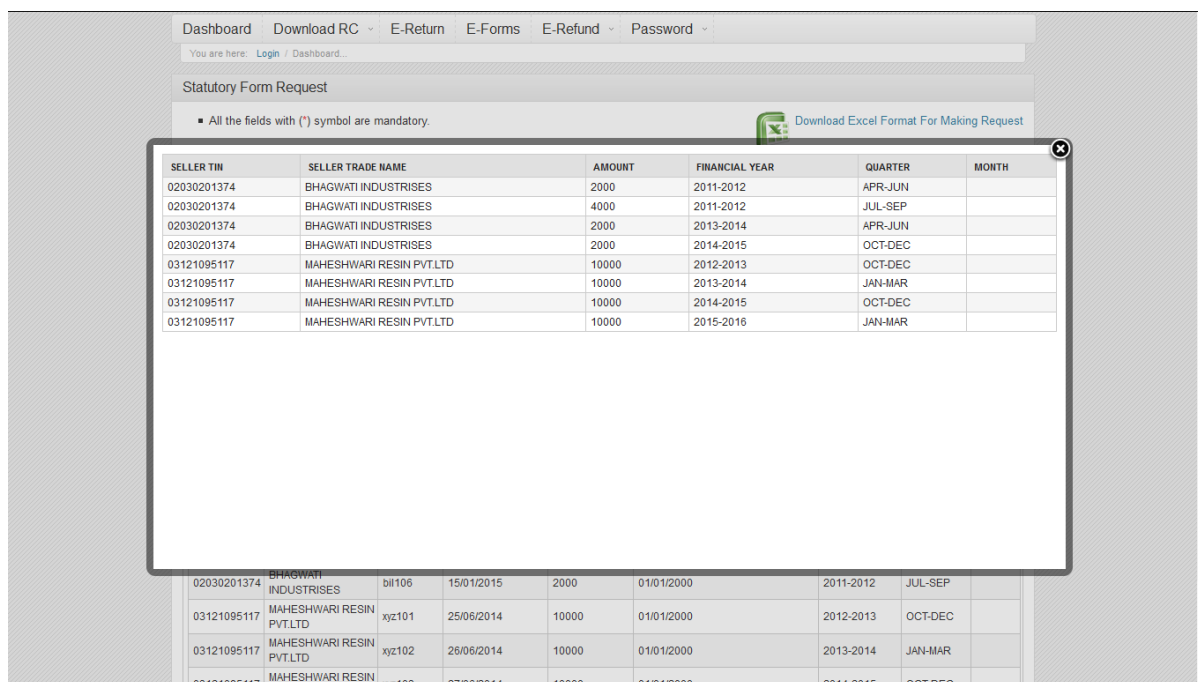
Form Request Details:
Get Total Amount of all parties-wise. (Screen-9)

SELLER TIN(*)	SELLER TRADE NAME(*)	INVOICE NO(*)	INVOICE DATE(*) (DD/MM/YYYY)	INVOICE AMOUNT(*)	IF ANY NEXT RETURN PERIOD GOODS RECEIPT DATE(DD/MM/YYYY)	FINANCIAL YEAR(*)	QUARTER(*)	MONTH
02030201374	BHAGWATI INDUSTRIES	bil102	11/01/2015	2000		2011-2012	APR-JUN	
02030201374	BHAGWATI INDUSTRIES	bil103	12/01/2015	2000	01/01/2000	2011-2012	JUL-SEP	
02030201374	BHAGWATI INDUSTRIES	bil104	13/01/2015	2000	01/01/2000	2013-2014	APR-JUN	
	BHAGWATI INDUSTRIES	bil105	14/01/2015	2000		2014-2015	OCT-DEC	
	BHAGWATI INDUSTRIES	bil106	15/01/2015	2000	01/01/2000	2011-2012	JUL-SEP	

Bill Wise Data Excel File:
Get all excel data on screen, when your excel file data verified successfully.

Screen: 9

When you click on **Form Request Details** link, you get the total amount party-wise details wrt financial year, quarter and month. See below:



Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

Statutory Form Request

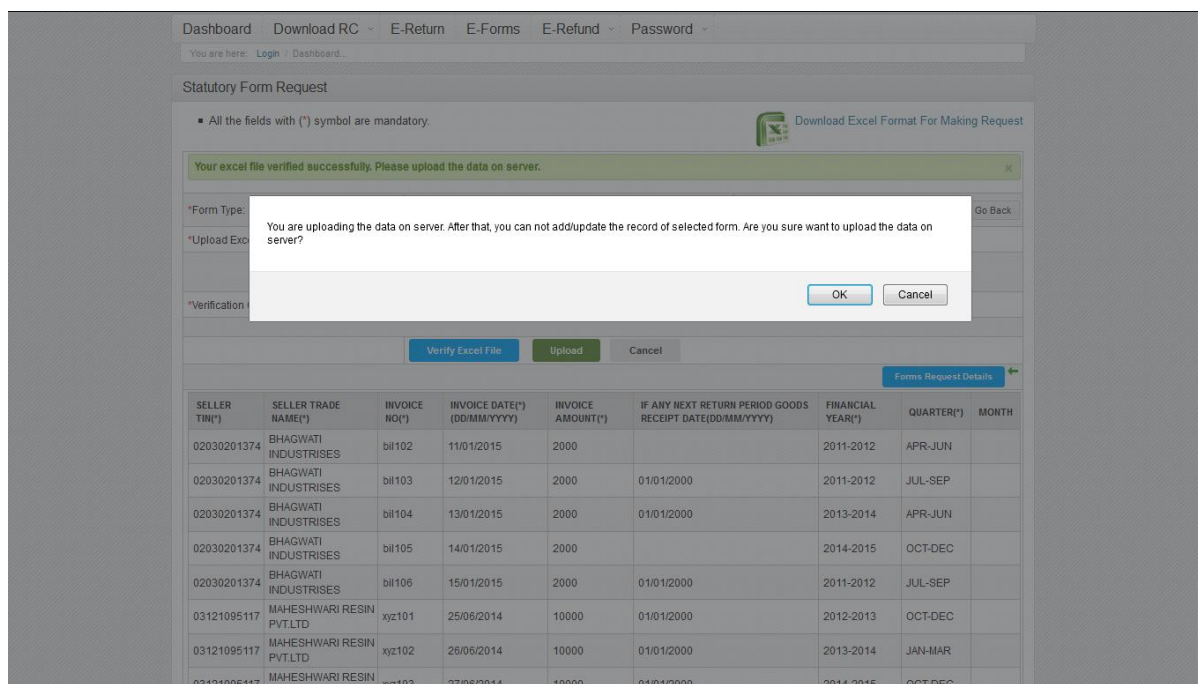
All the fields with (*) symbol are mandatory.

Download Excel Format For Making Request

SELLER TIN	SELLER TRADE NAME	AMOUNT	FINANCIAL YEAR	QUARTER	MONTH
02030201374	BHAGWATI INDUSTRIES	2000	2011-2012	APR-JUN	
02030201374	BHAGWATI INDUSTRIES	4000	2011-2012	JUL-SEP	
02030201374	BHAGWATI INDUSTRIES	2000	2013-2014	APR-JUN	
02030201374	BHAGWATI INDUSTRIES	2000	2014-2015	OCT-DEC	
03121095117	MAHESHWARI RESIN PVT.LTD	10000	2012-2013	OCT-DEC	
03121095117	MAHESHWARI RESIN PVT.LTD	10000	2013-2014	JAN-MAR	
03121095117	MAHESHWARI RESIN PVT.LTD	10000	2014-2015	OCT-DEC	
03121095117	MAHESHWARI RESIN PVT.LTD	10000	2015-2016	JAN-MAR	

Screen: 10

When you click on upload link, you get the confirmation message “You are uploading the data on server. After that, you can not add/update the record of selected form. Are you sure want to upload the data on server?” Screen-11 see below:



Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

Statutory Form Request

All the fields with (*) symbol are mandatory.

Download Excel Format For Making Request

Your excel file verified successfully. Please upload the data on server.

*Form Type: [] Go Back

*Upload Excel File: []

*Verification: []

Verify Excel File Upload Cancel

Forms Request Details

SELLER TIN(*)	SELLER TRADE NAME(*)	INVOICE NO(*)	INVOICE DATE(*) (DD/MM/YYYY)	INVOICE AMOUNT(*)	IF ANY NEXT RETURN PERIOD GOODS RECEIPT DATE(DD/MM/YYYY)	FINANCIAL YEAR(*)	QUARTER(*)	MONTH
02030201374	BHAGWATI INDUSTRIES	bil102	11/01/2015	2000		2011-2012	APR-JUN	
02030201374	BHAGWATI INDUSTRIES	bil103	12/01/2015	2000	01/01/2000	2011-2012	JUL-SEP	
02030201374	BHAGWATI INDUSTRIES	bil104	13/01/2015	2000	01/01/2000	2013-2014	APR-JUN	
02030201374	BHAGWATI INDUSTRIES	bil105	14/01/2015	2000		2014-2015	OCT-DEC	
02030201374	BHAGWATI INDUSTRIES	bil106	15/01/2015	2000	01/01/2000	2011-2012	JUL-SEP	
03121095117	MAHESHWARI RESIN PVT.LTD	xyz101	25/06/2014	10000	01/01/2000	2012-2013	OCT-DEC	
03121095117	MAHESHWARI RESIN PVT.LTD	xyz102	26/06/2014	10000	01/01/2000	2013-2014	JAN-MAR	
03121095117	MAHESHWARI RESIN PVT.LTD	xyz103	27/06/2014	10000	01/01/2000	2014-2015	OCT-DEC	

Screen: 11

When you click on OK button, your form request will upload successfully and get the receipt number (Screen-12). See below:

Department of Excise & Taxation
Chandigarh Administration

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

Statutory Form Request

All the fields with (*) symbol are mandatory.

Download Excel Format For Making Request

Form-C under receipt number RCPT48003221915156311 uploaded successfully.

*Form Type: -Select- Check Status Go Back

*Upload Excel File Data: Browse No file selected.

YwtWS Case Sensitive

*Verification Code

Verify Excel File Upload Cancel

Copyright © 2015 Excise & Taxation Department-Chandigarh

Screen: 12

2.6 Check the status of form request

Department of Excise & Taxation
Chandigarh Administration

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

Statutory Form Request

All the fields with (*) symbol are mandatory.

Download Excel Format For Making Request

*Form Type: -Select- Check Status Go Back

*Upload Excel File Data: Choose File No file chosen

3Zs9j Case Sensitive

*Verification Code

Verify Excel File Upload Cancel

etdut.gov.in/ExciseOnline/eservices/Dealer/FormsRequestsToDealer.aspx

Screen: 13

When you click on **Check Status** link, you get the following page (Screen-14). See below:

Department of Excise & Taxation
Chandigarh Administration

04480032219
Settings Log out

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

E-Forms

New Forms Request Forms Requests Status E-Forms Report

S.NO	RECEIPT NO	FORM TYPE	REQUEST DATE	FORMS REQUESTED	FORMS APPROVED	STATUS	TOTAL AMOUNT DETAILS	ALL BILL DETAILS	PRINT FORM
1	RCPT48003221915156311	Form-C	01/05/2015 11:30:51	8	0	New	See Details	View	

Copyright © 2015 Excise & Taxation Department-Chandigarh

Screen: 14

When your request approved by Taxation Inspector of your ward then the status of your request see below (Screen-15):

Department of Excise & Taxation
Chandigarh Administration

04480032219
Settings Log out

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

E-Forms

New Forms Request Forms Requests Status E-Forms Report

S.NO	RECEIPT NO	FORM TYPE	REQUEST DATE	FORMS REQUESTED	FORMS APPROVED	STATUS	TOTAL AMOUNT DETAILS	ALL BILL DETAILS	PRINT FORM
1	RCPT48003221915156311	Form-C	01/05/2015 11:30:51	8	0	Submitted To ETO	See Details	View	

Copyright © 2015 Excise & Taxation Department-Chandigarh

Screen: 15

Finally, your form request will be approved by Excise Taxation Officer (ETO) of your ward.
When your request is approved by Excise Taxation Officer of your ward then the status of your request will be as below (Screen-16):

Department of Excise & Taxation
Chandigarh Administration

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: [Login](#) / [Dashboard](#)

E-Forms

☐ New Forms Request ☒ Forms Requests Status [E-Forms Report](#)

S.NO	RECEIPT NO	FORM TYPE	REQUEST DATE	FORMS REQUESTED	FORMS APPROVED	STATUS	TOTAL AMOUNT DETAILS	ALL BILL DETAILS	PRINT FORM
1	RCPT48003221915156311	Form-C	01/05/2015 11:30:51	8	4	Approved	See Details	View	View

Copyright © 2015 Excise & Taxation Department-Chandigarh

Screen: 16

When you click on **See Details** link, you get the status of all party-wise wrt year, quarter and month (Screen-17). See below:

Department of Excise & Taxation
Chandigarh Administration

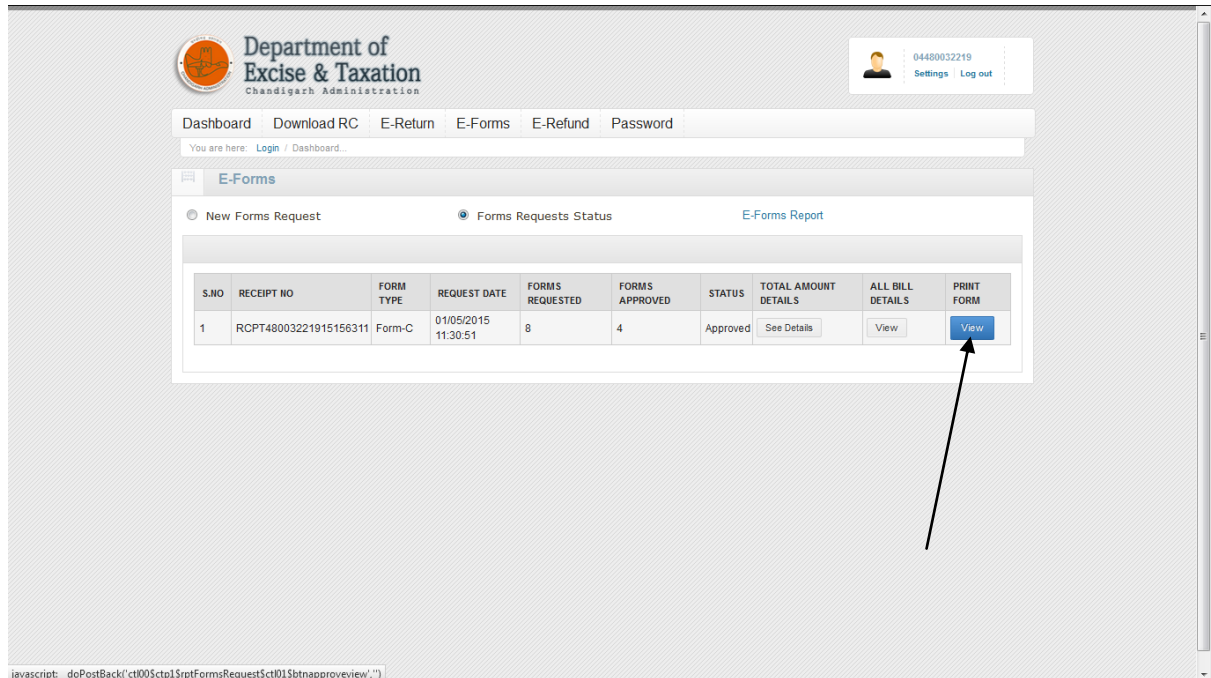
Forms Requests Details

SELLER TIN	SELLER TRADE NAME	AMOUNT	YEAR	QUARTER	MONTH	STATUS
02030201374	BHAGWATI INDUSTRIES	2000	2011	1		Approved
02030201374	BHAGWATI INDUSTRIES	4000	2011	2		Approved
02030201374	BHAGWATI INDUSTRIES	2000	2013	1		Approved
02030201374	BHAGWATI INDUSTRIES	2000	2014	3		Approved
03121095117	MAHESHWARI RESIN PVT.LTD	10000	2012	3		Not Approved
03121095117	MAHESHWARI RESIN PVT.LTD	10000	2013	4		Not Approved
03121095117	MAHESHWARI RESIN PVT.LTD	10000	2014	3		Not Approved
03121095117	MAHESHWARI RESIN PVT.LTD	10000	2015	4		Not Approved

Copyright © 2015 Excise & Taxation Department-Chandigarh

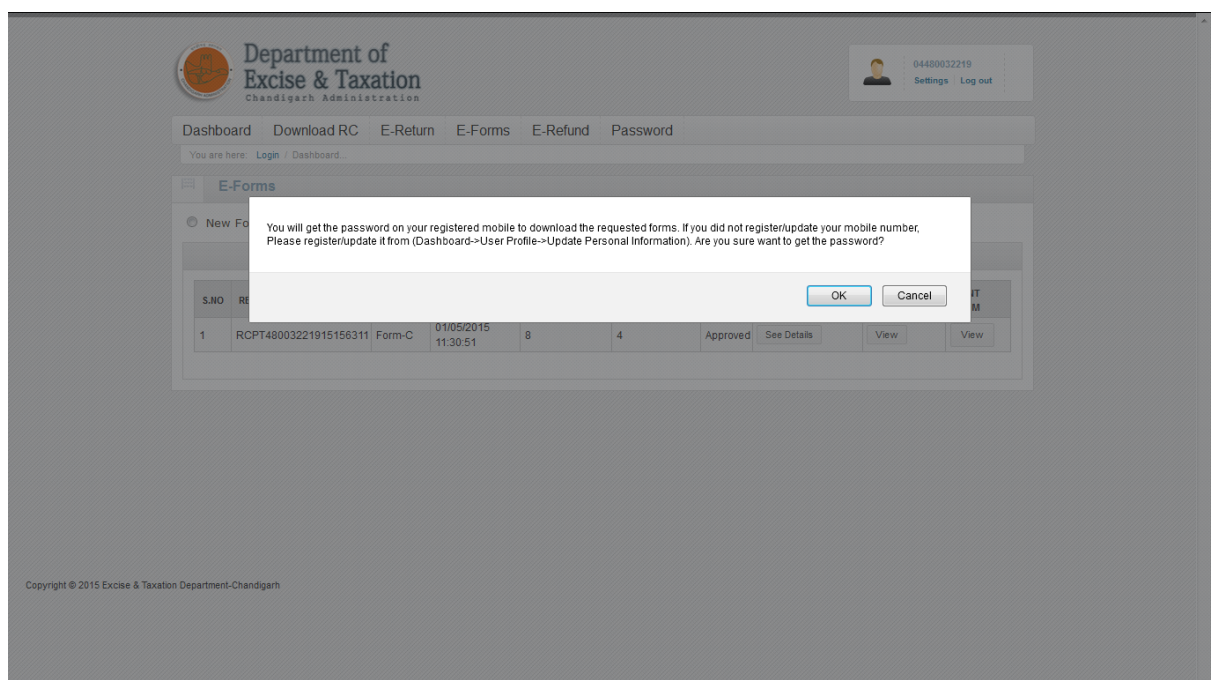
Screen: 17

2.7 View the Requested forms



Screen: 18

When you click on **View** link, you get the confirmation message “You will get the password on your registered mobile to download the requested forms. If you did not register/update your mobile number, Please register/update it from (Dashboard->User Profile->Update Personal Information). Are you sure want to get the password?” (Screen-19) See below:



Screen: 19

When you click on OK button, you will get the message on your registered mobile and list of approved forms wrt receipt number (Screen-20). See below:

Department of Excise & Taxation
Chandigarh Administration

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

Download E-Forms

- NOTE 1: You will get the PDF password to open the PDF on your registered mobile and email wrt receipt number.
- NOTE 2: This PDF password will be same all the time wrt receipt number.
- NOTE 2: If Adobe Reader is not available in your computer, Please download Adobe Reader to see the form. Website Link: www.adobe.com.

Dealer Details:

Receipt Number: RCPT48003221915156311 TIN Number: 04480032219

Form Type: Form-C Trade Name: MUKAND IMPEX (P) LTD

List Of Forms Approved

SELLER TIN	TRADE NAME	AMOUNT	SERIAL NUMBER	VIEW FORM	YEAR	QUARTER	MONTH	RC DATE
02030201374	BHAGWATI INDUSTRIES	2000	CDGC031412347748	Download PDF	2014	3	0	17/10/14
02030201374	BHAGWATI INDUSTRIES	2000	CDGC011112347848	Download PDF	2011	1	0	17/10/14
02030201374	BHAGWATI INDUSTRIES	4000	CDGC021112347948	Download PDF	2011	2	0	17/10/14
02030201374	BHAGWATI INDUSTRIES	2000	CDGC011312348048	Download PDF	2013	1	0	17/10/14

Copyright © 2015 Excise & Taxation Department-Chandigarh

Screen: 20

2.7 Download & Print Requested forms

Department of Excise & Taxation
Chandigarh Administration

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard...

Download E-Forms

- NOTE 1: You will get the PDF password to open the PDF on your registered mobile and email wrt receipt number.
- NOTE 2: This PDF password will be same all the time wrt receipt number.
- NOTE 2: If Adobe Reader is not available in your computer, Please download Adobe Reader to see the form. Website Link: www.adobe.com.

Dealer Details:

Receipt Number: RCPT48003221915156311 TIN Number: 04480032219

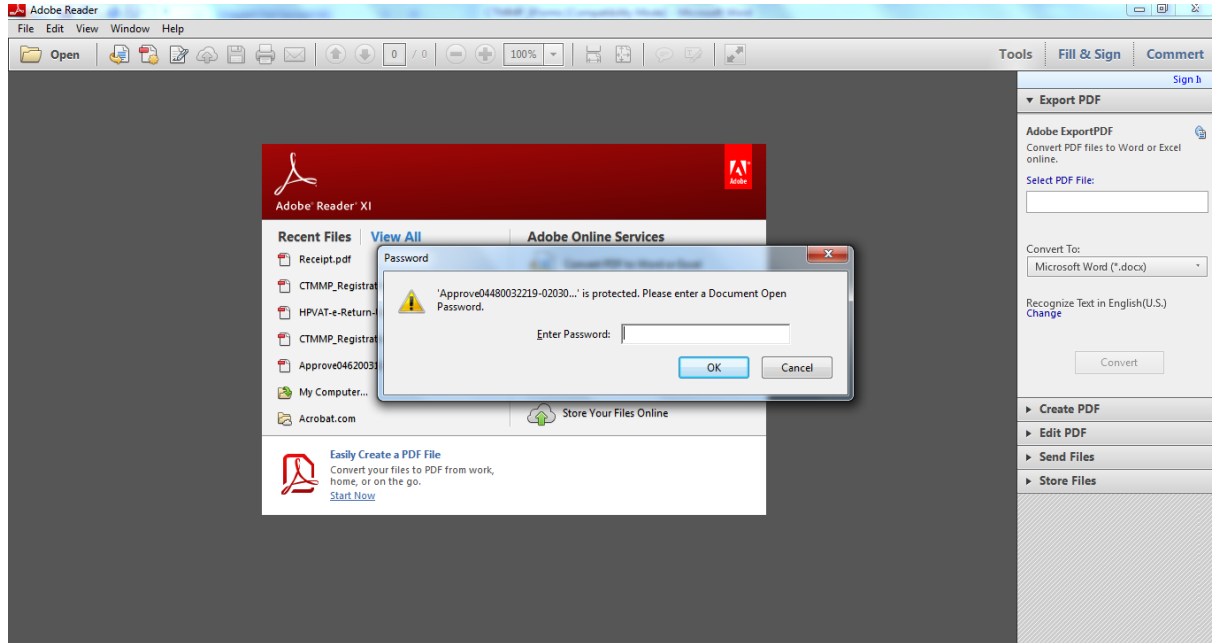
Form Type: Form-C Trade Name: MUKAND IMPEX (P) LTD

List Of Forms Approved

SELLER TIN	TRADE NAME	AMOUNT	SERIAL NUMBER	VIEW FORM	YEAR	QUARTER	MONTH	RC DATE
02030201374	BHAGWATI INDUSTRIES	2000	CDGC031412347748	Download PDF	2014	3	0	17/10/14
02030201374	BHAGWATI INDUSTRIES	2000	CDGC011112347848	Download PDF	2011	1	0	17/10/14
02030201374	BHAGWATI INDUSTRIES	4000	CDGC021112347948	Download PDF	2011	2	0	17/10/14
02030201374	BHAGWATI INDUSTRIES	2000	CDGC011312348048	Download PDF	2013	1	0	17/10/14

Copyright © 2015 Excise & Taxation Department-Chandigarh

Screen: 21



Screen: 22

Approve04480032219-02030201374-113154-Form-C.pdf (SECURED) - Adobe Reader

 **THE CENTRAL SALES TAX** 

Original

(Registration & Turnover) Rules, 1957
FORM 'C'
FORM OF DECLARATION(See Rule 12(1))

Name of issuing state	CHANDIGARH	Date of issue	01/05/15
Office of issue	Excise & Taxation Department		
Name of the purchasing dealer to whom issued along with his Registration Certificate No	04480032219 MUKAND IMPEX (P) LTD		
Date from which registration is valid	17/10/14	SEAL OF issuing authority + (Seller)	
Serial No.	CDGC031412347748		
To	02030201374 BHAGWATI INDUSTRIES		

Certified that the goods.
Ordered for in our purchase order No. _____ dt _____ and
supplied as per Bill/Cash Memo/Challan No _____ dt _____
purchased from you as per Bill/Cash
Memo/Challan No _____ dt _____
supplied under your challan No _____ dt _____



Approve04480032219-02030201374-113154-Form-C.pdf (SECURED) - Adobe Reader

** It is further certified that I/We am /are not registered under section 7 of the said Act in the State of _____ in which the goods covered by this Form are/will be delivered.

Name and address of the purchasing dealer in full
MUKAND IMPEX (P) LTD

Date _____

The above statements are true to the best of my knowledge and belief.

(Signature)

(Name of person signing the declaration) _____
(Status of the person signing the declaration in relation to the dealer) _____

* Particulars of Bill /Cash Memo/Challan
Date _____ No. _____ Amount **Rs. 2000**

* Name and address of the seller with name of the State
** Strike out whichever is not applicable
(Note :- to be furnished to the prescribed authority in accordance with the rules framed under Section 13(4)(e) by the appropriate State Government).

This form of declaration is valid only for the period: (OCT-DEC) 2014.
It is advised that the authenticity of this e-form may be verified first by logging into etdut.gov.in and www.tinxsys.com before using the form for any purposes.

Approve04480032219-02030201374-113154-Form-C.pdf (SECURED) - Adobe Reader

Annexure-'A'

SL.No	SELLER TIN	SELLER TRADE NAME	INVOICE NO	INVOICE DATE	INVOICE AMOUNT	If any Next Return Period Goods Receipt Date	YEAR	QUARTER	MONTH	REMARKS
1.	02030201374	BHAGWAT J INDUSTRIES	bill05	14/01/2015	2000		2014-2015	OCT-DEC		

Total Amount: 2000

3. Important Points to be kept in mind

- The e-form request will be only verified and uploaded if the dealer has entered the mandatory fields irrespective of optional forms.
- For Form C, Form H, Form F, Form E1 and Form E2 .xls format will only be accepted.
- It is required to upload the same form that is downloaded from the website. Copy of any other form file will not be accepted.
- You will get the password on your registered mobile to download the requested forms. If you did not register/update your mobile number, Please register/update it from website. This PDF password will be same all the time wrt receipt number.
- Please do not share the password with anybody.