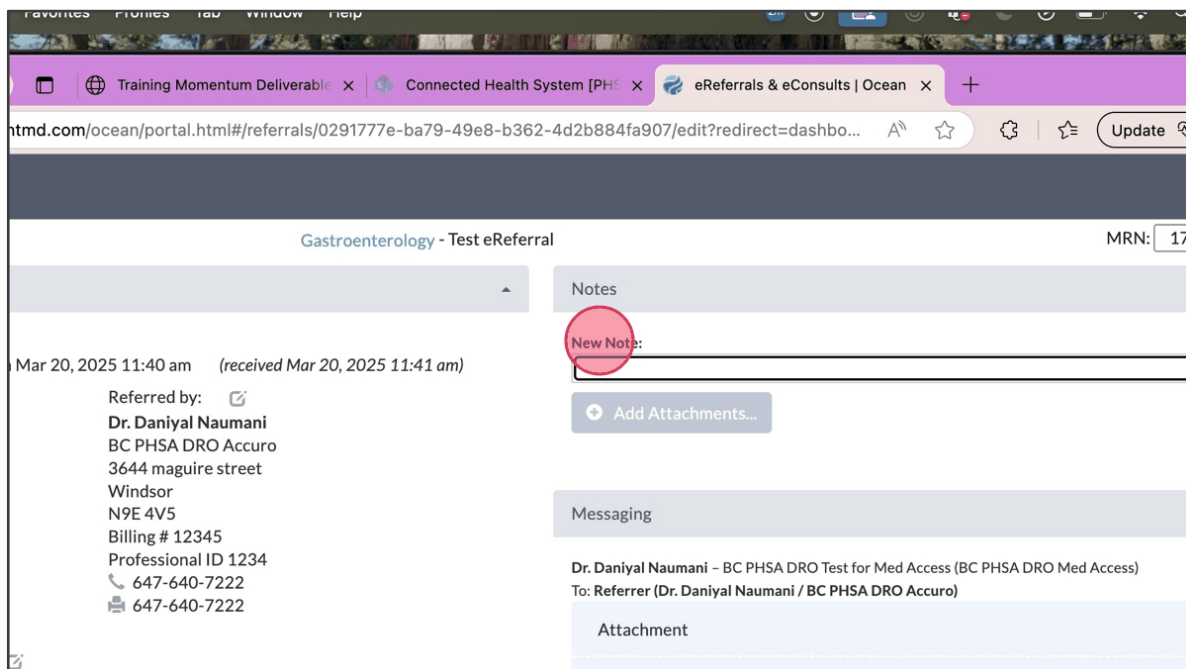# Make private notes on an Ocean eReferral

This guide walks you through how to create a note on an Ocean eReferral that is visible only to users at your Ocean site.

Step 1: Start a new note

1. Open the Ocean eReferral you want to add a note to.
2. In the **Notes** section, click the text that says **New Note**.

Step 2: Set the note to private

1. Click **Make Private for This Site**.

2. When the **New Note** text turns italic, type your note.
3. Click **Save**. The note is now private to your site.

BRITISH COLUMBIA
Ministry of Health

Provincial Health Services Authority